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MONTHLY REPORTS

OF THE

LIBRARIAN

May 1948 - April 1952

REPORT OF THE LIBRARIAN

FOR

MAY 1948

Circulation of books reached a new high in May, with the issuance of 50,971 volumes, the highest monthly total yet reached. The gain is seasonable, and was accounted for by large teachers' collections in the Boys' and Girls' Department. The circulation for May a year ago was 36,117, making this May's increase 14,854. Cards were issued to 425 new borrowers.

1,703 volumes were processed for public use by the Catalog Department. Of these, 1,252 were volumes new to the collection, and 451 were volumes recataloged.

In the Adult Department, recorded requests for reference assistance numbered 1,891, as compared with last May's 1,607. Reserves for 176 books were filled, a slight increase over last May's reserves. During the month a large number of volumes in the Reference Room were removed to the second floor for temporary storage. These are books used only occasionally, and will be available request. The transfer will alleviate the badly-crowded condition of the shelves in the room.

Two main exhibits were on view during May, a small collection of oils painted by Mr. Joseph Hugo, and a large group of photographs of caves and caverns installed by the Charleston members of the National Speleological Society. The cave picturesswere well publicized in the local press and attracted a good audience.

The Library Club of the Boys' and Girls' Department, on May 15th, was awarded a prize for the best quiz program broadcast on the United Fuel Gas Company's program "What Goes On," a Saturday morning children's feature of WGKV. The prize, three award books, will be sent by the Club to the Hendon

Circulation of books remains a new [illegible] work, while the [illegible] 50,000 volumes, the [illegible] yet needed. The staff is [illegible], and was increased for an [illegible] Boys' and Girls' Department. The circulation for March was [illegible], making this one, is increase [illegible]. There were [illegible] to [illegible] increase.

1,900 volumes were withdrawn for repair or the binding [illegible] of these, 1,400 were volumes new to the collection, and 500 [illegible] volumes.

In the [illegible] department, [illegible] reference [illegible] numbered 1,900, as compared with last month's 1,400. [illegible] a large number of volumes in the reference room [illegible] there for borrowing purposes. These are books used only occasionally, [illegible] will be available upon request. The bureau will [illegible] conditions of the archives in the room.

Two main exhibits were on view during May, a small collection of [illegible] painted by Mr. Jordan Hugo, and a large group of photographs of scenes [illegible] overseas installed by the Conservation members of the Math and Scientific [illegible] Society. The latter exhibit was well patronized by the local [illegible] attracted a good audience.

The Library Club of the Boys' and Girls' Department, on May 15th, [illegible] awarded a prize for the best [illegible] program presentation on the United States [illegible] program, [illegible] WGRV. The prize, three award bonds, will be awarded by the Club to the [illegible]

England, Public Library. On May 13th, Mrs. Thomas Sedgwick spoke in the Department on English schools.

The Bookmobile met all schedules during May with the exception of one day. Thirty-eight teachers collections were issued, ~~and eight teachers collections were issued,~~ and the Extension Department's circulation as a whole was 13,650, with 74 new borrowers cards issued.

Garnet Branch reported a circulation of 2,028 volumes, a slight decrease. 68 new volumes were added, and 162 volumes were rebound. Mrs. Spurlock, Acting Librarian, has reported that apparently Mrs. Hamler, the Librarian, whose three-month leave of absence for illness will be completed on June 15th, shows no sign of improvement.

Total library expenditures for May amounted to $14,375.87. Of this amount, $5,136.13 was for salaries, and $3,663.44 was for books, periodicals, pamphlets, rebinding, etc. 1,326 volumes were acquired at a cost of $3,618.84. New equipment and furnishings purchased during the month included reference room shelving, additional card catalog sections, an exhibit case, a record player for the Boys' and Girls' Department, and one typewriter.

Respectfully submitted,

C V Butler

June 4, 1948

England, while in Europe. On May 1st, [illegible]

[illegible]

The [illegible]

one day. [illegible]

[illegible]

which [illegible]

Cornell branch [illegible]

68 new volumes [illegible]

Acting Librarian, has reported [illegible] Mrs. [illegible]

whose [illegible] leave of absence for illness [illegible]

shows no sign of improvement.

[illegible]

amount, $5,230.13 was [illegible] for books, [illegible]

periodicals, binding, etc. 1,325 volumes were acquired [illegible]

[illegible]

reference room, [illegible]

a record player for the boys' [illegible]

[illegible]

CIRCULATION May 1948

	1948			1947		
EXTENSION DEPARTMENT						
Bookmobile						
Adult Books						
Non-fiction	392			570		
Fiction	1697	2089		1669	2239	
Juvenile Books						
Non-fiction	1057			800		
Fiction	3406	4463		2936	3736	
YA Collection						
Non-fiction	98					
Fiction	171	269				
Teachers' Coll. Adult						
Non-fiction	0			2		
Fiction	82	82		5	7	
Teachers' Coll. Juv.						
Non-fiction	95			289		
Fiction	4330	4425		3244	3533	
Teachers' Coll. YA						
Non-fiction	3					
Fiction	8	11				
Total Teachers' Coll.		4518			3540	
Total Bookmobile			11339			9515
Deposit Collection						
Adult						
Non-fiction	32			74		
Fiction	152	184		235	309	
YA Collection						
Non-fiction	6					
Fiction		6				
Juvenile						
Non-fiction	274			335		
Fiction	1847	2121		2795	3130	
Total Deposit Collection			2311			3439
Total Extension Department			13650			12954

CIRCULATION May 1948

	1948			1947		
MAIN LIBRARY						
Adult Department						
Non-fiction	3689			3629		
Fiction	3239			3378		
Pamphlets	75					
Periodicals	59					
Pictures	31					
Total		7093			7007	
YA Collection						
Non-fiction	174			262		
Fiction	502	676		486	748	
Total Adult Dept.			7769			7755
B. & G. Dept.						
Non-fiction	863			763		
Fiction	4841			4521		
Pamphlets	5					
Periodicals	18			I		
Total		5727			5285	
Teachers' Collection						
Non-fiction	5052			2078		
Fiction	16745	21797		6009	8087	
Total B. & G. Dept.			27524			13372
Total for Main Library			35293			21127
GARNET BRANCH						
Adult						
Non-fiction	695			674		
Fiction	454	1149		501	1175	
Juvenile						
Non-fiction	597			541		
Fiction	282	879		320	861	
Total			2028			2036
GRAND TOTAL FOR ALL DEPARTMENTS			50971			36117
SUMMARY						
Adult						
Non-fiction	4808			4949		
Fiction	5624			5788		
Other	165	10597			10737	
YA						
Non-fiction	281			262		
Fiction	681	962		486	748	
Juvenile						
Non-fiction	7938			4807		
Fiction	31451			19825		
Other	23	39412			24632	
GRAND TOTAL			50971			36117

REGISTRATION May 1948

	1948			1947		
MAIN LIBRARY						
Adult Department						
New borrowers	186			199		
Transients	1			3		
Re-registered	88	275		174	376	
B. & G. Department						
New borrowers	153			113		
Re-registered	6	159		15	128	
Bookmobile						
New borrowers	74			62		
Re-registered	9	83		10	72	
GARNET BRANCH						
New borrowers	11			12		
Re-registered		11			12	
GRAND TOTALS						
New borrowers	425			389		
Re-registered	103			199		
Total			528			588

REPORT OF THE ASSISTANT LIBRARIAN

FOR

JUNE 1948

The number of books circulated for public use in June showed a gain of 1,943 over last year. This gain was general in that each department showed a slight increase. Only Garnet Branch had a small loss of 395 in its circulation figures. Library cards were issued to 669 borrowers.

The Catalog Department processed a total of 1,013 books for public use during the month. Of these, 793 were new titles and 220 were recatloged.

In the Adult Department, 1,612 reference queries were asked. This was an increase of 423 over last year. The reserves also showed a gain with a total of 160 placed this June. Work progressed on the re-arrangement of bound periodicals to allow for future expansion. Those bound magazines that had ceased publication were placed in the large vault to leave more room in the active file. The policy of loaning books for four weeks with no renewals decreased the number of incoming telephone calls in both the Boys' and Girls' Department and the Adult Department.

The summer Bookmobile schedule became effective the early part of June. The Dunbar schedule was changed to an evening stop so that more adults could use the Bookmobile. Arrangements were made with Mayor Salisbury to use electric current from Dunbar's City Building. The South Charleston Librarian received help in the selection of books from the Extension Department's Deposit Collection for use in the South Charleston Library.

The Boys' and Girls' Department enrolled 318 children in their summer reading program, almost double the number interested in this program last year. Books were loaned to the Girl Scout Camp and the Boys' Farm for use during the summer months. Two grade school classes visited the library for instruction

The number of books circulated from the library in [illegible] 1,[illegible] more than years. This gain was spurred by the [illegible] a slight increase. Only Dental Hygiene [illegible] circulation. Library cards were issued to [illegible].

The Catalog Department processed a total of 1,[illegible] during the month. Of these, [illegible] were new titles and [illegible] an increase of [illegible] over last year. The reserve [illegible] total of [illegible] placed this year. Work progressed on the re-[illegible] bound periodicals to allow for future expansion. These [illegible] had caused confusion were placed in the [illegible] so [illegible] in the serial file. The policy of [illegible] books to [illegible] remains fairly increased the number of [illegible] and the [illegible] and Dental Department and the [illegible].

The summer bookmobile schedule became effective [illegible] of [illegible]. The lumber schedule was changed to an overnight stop so that more [illegible] could use the Bookmobile. Arrangements were made with [illegible] to use [illegible] received help in the selection of books from the Extension Department's Deposit Collection for use in the South Charleston Library.

The local and Dental Instructions enrolled 37[illegible] students in [illegible] reading program, almost double the number [illegible]. Books were loaned to the Dental Group on the local [illegible] the summer months. Two [illegible] classes visited the [illegible]

and a story. Student teachers from Morris Harvey College accompanied the regular teacher. Hendon Central Library in London sent a book to us and received the Newberry Prize Award book, "Twenty-one Balloons" from us.

The library purchased a total of 437 volumes during June. 325 of these were adult. Of this number, 240 were non-fiction and 85 fiction. The adult non-fiction cost $825.24 and adult fiction $147.04. 112 juvenile volumes were bought at a cost of $189.04. The amount of $483.15 was spent for subscriptions. This expenditure included Moody's Investors Services and the New York Times Index and Microfilm Service. Total expenditures for books, binding and periodicals were $2,250.17. The sum of $259.78 was spent for building maintenance and supplies.

Respectfully submitted,

Elizabeth Kennedy
Assistant Librarian

CIRCULATION JUNE 1948

	1948			1947		
EXTENSION DEPARTMENT						
Bookmobile						
Adult Books						
Non-fiction	404			541		
Fiction	1932	2336		2296	2837	
Juvenile Books						
Non-fiction	579			567		
Fiction	2906	3485		2361	2928	
YA Collection						
Non-fiction	84					
Fiction	179	263				
Teachers' Coll. Adult						
Non-fiction						
Fiction						
Teachers' Coll. Juv.						
Non-fiction						
Fiction						
Teachers' Coll. YA						
Non-fiction						
Fiction						
Total Teachers' Coll.						
Total Bookmobile			6084			5765
Deposit Collection						
Adult						
Non-fiction	13			15		
Fiction	113	126		144	159	
YA Collection						
Non-fiction						
Fiction						
Juvenile						
Non-fiction	56			35		
Fiction	449	505		609	644	
Total Deposit Collection			631			803
Total Extension Department			6715			6568

REGISTRATION JUNE 1948

	1948			1947		
MAIN LIBRARY						
Adult Department						
New borrowers	228			299		
Transients	7			1		
Re-registered	125	360		112	412	
B. & G. Department						
New borrowers	116			129		
Re-registered	17	133		12	141	
Bookmobile						
New borrowers	135			213		
Re-registered	28	163		45	258	
GARNET BRANCH						
New borrowers	13			21		
Re-registered		13			21	
GRAND TOTALS						
New borrowers	499			663		
Re-registered	170			169		
Total			669			832

REPORT OF THE ASSISTANT LIBRARIAN

FOR

JULY 1948

The Board of Education passed the budget as recommended by the Library Board with one exception. The amount to be expended for books from the Budget is $21,581.55 instead of the $25,500 recommended.

The Library circulated 21,894 books to patrons for home use, a slight increase over last year. 631 cards were issued to borrowers.

Use of the Adult Department's reference service continued to increase with 2,061 queries asked this month. Librarians worked under difficulties for the reference room steel shelves were replaced with wooden shelves and books were not as accessible for use during this time. In replacing these volumes on the shelves, many titles which had infrequent use were moved to the storage space in Morris Harvey.

Vacations have not hampered the continuance of projects this summer. All periodicals whose volumes were complete have been sent to the bindery. Work progressed on the West Virginia files. Indices were checked for our holdings.

The Catalog Department processed 1,400 books for public use, 568 of these were re-cataloged. 776 titles were accessioned. $1,652.42 was expended for books, periodicals, postage and binding. 354 adult volumes and 418 juvenile were purchased. Many of these juvenile books were added to the Extension Department's deposit collection.

In the Boys' and Girls' Department, a puppet show "Peter and the Wolf," was given for about 150 members of the Vacation Reading Club. Classes from the Morris Harvey Summer School came to the library for instruction and stories. The librarian visited the summer school and told stories to the entire group.

[illegible] of [illegible] the [illegible]

Sources [illegible]. The [illegible]

[illegible] 3,[illegible] [illegible].

The library [illegible] 21,[illegible] [illegible]

increase over [illegible].

Use of the [illegible]

with 2,[illegible] [illegible]

for the reference room [illegible]

[illegible] the [illegible]

volumes [illegible]

to the [illegible] space in [illegible].

Questions have [illegible].

[illegible] periodicals [illegible] volumes [illegible] complete [illegible].

[illegible] or the [illegible]

[illegible].

The Catalog department processed 1,420 books [illegible]

these were re-cataloged. [illegible]

expended for books, periodicals, [illegible]

and 412 juvenile [illegible]

to the [illegible] collection.

In the [illegible]

was given [illegible] 100 members of the [illegible]

from the [illegible] Summer School [illegible]

[illegible] visited the [illegible]

[illegible].

Expenditures for the month were $7,180.37 not including insurance and utilities. $5,199.50 was expended for salaries $193.41 for building maintenance and $135.04 for supplies.

Respectfully submitted,

Elizabeth Kennedy
Assistant Librarian

CIRCULATION JULY 1948

	1948			1947		
EXTENSION DEPARTMENT						
Bookmobile						
Adult Books						
Non-fiction	482			499		
Fiction	2091	2573		2009	2508	
Juvenile Books						
Non-fiction	652			531		
Fiction	2934	3586		2649	3180	
YA Collection						
Non-fiction	113					
Fiction	204	317				
Teachers' Coll. Adult						
Non-fiction						
Fiction						
Teachers' Coll. Juv.						
Non-fiction						
Fiction						
Teachers' Coll. YA						
Non-fiction						
Fiction						
Total Teachers' Coll.						
Total Bookmobile			6476			5688
Deposit Collection						
Adult						
Non-fiction	9					
Fiction	63	72				
YA Collection						
Non-fiction						
Fiction						
Juvenile						
Non-fiction	107					
Fiction	432	539				
Total Deposit Collection			611			
Total Extension Department			7087			5688

CIRCULATION JULY 1948

	19 48			1947		
MAIN LIBRARY						
Adult Department						
Non-fiction	3733			3104		
Fiction	3271			3753		
Pamphlets	51					
Periodicals	64					
Pictures	3					
Total		7122			6857	
YA Collection						
Non-fiction	282			543		
Fiction	734	1016		352	895	
Total Adult Dept.			8138			7752
B. & G. Dept.						
Non-fiction	447			624		
Fiction	3978			4406		
Pamphlets	2					
Periodicals	19					
Total		4446			5030	
Teachers' Collection						
Non-fiction						
Fiction						
Total B. & G. Dept.			4446			5030
Total for Main Library			12584			12782
GARNET BRANCH						
Adult						
Non-fiction	765			602		
Fiction	548	1313		497	1099	
Juvenile						
Non-fiction	577			519		
Fiction	333	910		364	883	
Total		2223			1982	
GRAND TOTAL FOR ALL DEPARTMENTS			21894			20452
SUMMARY						
Adult						
Non-fiction	4989			4205		
Fiction	5973			6259		
Other	118	11080			10464	
YA						
Non-fiction	395			543		
Fiction	938	1333		352	895	
Juvenile						
Non-fiction	1783			1674		
Fiction	7677			7419		
Other	21	9481			9093	
GRAND TOTAL			21894			20452

REGISTRATION JULY 1948

	1948			1947		
MAIN LIBRARY						
Adult Department						
New borrowers	227			266		
Transients	4			1		
Re-registered	128	359		108	375	
B. & G. Department						
New borrowers	93			94		
Re-registered	18	111		14	108	
Bookmobile						
New borrowers	133			118		
Re-registered	18	151		28	146	
GARNET BRANCH						
New borrowers	10			11		
Re-registered		10			11	
GRAND TOTALS						
New borrowers	467			490		
Re-registered	164			150		
Total			631			640

REPORT OF THE LIBRARIAN

FOR

AUGUST 1948

The Library has had an active and satisfactory August. Circulation of books for home use totalled 20,722, an increase of more than 1600 over that of last August, and general activities in the Adult Department also showed increases. 1438 questions were handled at the desks and on the telephone, in contrast to last August's 1058.

A total of $3,108.88 was expended for books, periodicals and binding. 881 volumes were acquired by purchase, and subscriptions were placed for the bulk of the Library's periodicals. The Catalog Department processed a total of 1,513 volumes; of these 934 were new to the collection and 579 were volumes recatalogued. Included were 70 gift volumes. Miss Wilson, Head of the Catalog Department, reports that the recataloging of the entire adult collection, which has been going on for many months and has been a regular feature of these reports, will be completed within the next two months. Recataloging will be followed by another project, the revision of the filing in the main catalog. During the month the main catalog was expanded by the addition of twenty-five additional drawers and re-located.

New shelving was installed in the Reference Room during August, and the overflow collection removed to the second floor. Furniture and equipment in the Reference Room, as well as the book stock, have been re-arranged, and painting of the walls is now in progress.

The Adult Department reports that the policy of extending the circulation of general books to twenty-eight days instead of fourteen, which was inaugurated early in the summer, is proving most satisfactory, having cut down appreciably on the amount of time spent both in renewing books by telephone and in sending

APPENDIX I

[illegible] was in a [illegible] and [illegible] laboratory [illegible]. [illegible] of [illegible] [illegible] [illegible], [illegible] [illegible] [illegible] [illegible] [illegible] [illegible], [illegible] [illegible] [illegible] [illegible] [illegible]

out overdue notices. It is certainly satisfactory as far as circulation is concerned, as is borne out by the circulation increase.

Puppet shows and story-hours were features of Saturday mornings in the Boys' and Girls' Department, and the interest in the Vacation Reading Club continued. 339 children enrolled, and the members recorded 3,036 volumes read. Miss Barbara Davis joined the staff as professional assistant in the Boys' and Girls' Department on August 9th.

On August 30th, Miss Nancy Blackwell joined the staff of the Extension Department as clerical assistant. Planning for the fall schedule of the Bookmobile and for deposit collections occupied the Department's attention in addition to regular activities, and orders for books for deposit collections were placed. The month's circulation was 6,813, a gain of slightly more than 900 volumes. 93 new county borrowers were enrolled.

Gifts were received from Mrs. Rose O. Sell, Mrs. Colin Clements, Mrs. R. C. Martin, Standard Oil Development Company, C. and P. Telephone Company, Arabian American Oil Company, Mr. E. H. Hedrick and the Climax Molybdenum Company.

Respectfully Submitted,

Charles E. T. Butler

out overtime [illegible]. It is certainly [illegible] connected, or to some one by the [illegible] increase.

Project views and share-house were [illegible] Boys' and Girl's [illegible], and the interest in the [illegible] read. Miss Barbara Jones joined the staff [illegible] the Boys' and Girl's [illegible].

On August 20th, Miss Mary [illegible] joined the staff [illegible] Department as clerical assistant. [illegible] Bookmobile and for general assistance [illegible] in addition to regular work duties, and assume the [illegible] were placed. The month's circulation [illegible] 300 volumes. 23 new county borrowers were enrolled.

Gifts were received from Mrs. Jane D. Hall, [illegible], Dorothy, U. S. C. [illegible] American Gil Company, Mr. L. [illegible] and the Citizen [illegible].

Respectfully submitted,

CIRCULATION August 1948

	1948			1947		
EXTENSION DEPARTMENT						
Bookmobile						
Adult Books						
Non-fiction	525			479		
Fiction	2009	2534		2110	2589	
Juvenile Books						
Non-fiction	504			435		
Fiction	2856	3360		2356	2791	
YA Collection						
Non-fiction	109					
Fiction	175	284				
Teachers' Coll. Adult						
Non-fiction						
Fiction						
Teachers' Coll. Juv.						
Non-fiction						
Fiction						
Teachers' Coll. YA						
Non-fiction						
Fiction						
Total Teachers' Coll.						
Total Bookmobile			6178			5380
Deposit Collection						
Adult						
Non-fiction	38			125		
Fiction	326	364		205	330	
YA Collection						
Non-fiction	15					
Fiction	7	22				
Juvenile						
Non-fiction	12			18		
Fiction	237	249		180	198	
Total Deposit Collection			635			528
Total Extension Department			6813			5908

	1948			1947		
MAIN LIBRARY						
Adult Department						
Non-fiction	2715			2607		
Fiction	3676			3612		
Pamphlets	28					
Periodicals	84					
Pictures	24					
Total		6527			6219	
YA Collection						
Non-fiction	190			369		
Fiction	662	852		227	596	
Total Adult Dept.			7379			6815
B. & G. Dept.						
Non-fiction	480			468		
Fiction	3964			4069		
Pamphlets	2					
Periodicals	47					
Total		4493			4537	
Teachers' Collection						
Non-fiction						
Fiction						
Total B. & G. Dept.			4493			4537
Total for Main Library			11872			11352
GARNET BRANCH						
Adult						
Non-fiction	692			532		
Fiction	509	1201		415	947	
Juvenile						
Non-fiction	500			447		
Fiction	336	836		435	882	
Total			2037			1829
GRAND TOTAL FOR ALL DEPARTMENTS			20722			19089
SUMMARY						
Adult						
Non-fiction	3970			3743		
Fiction	6520			6342		
Other	136	10626			10085	
YA						
Non-fiction	314			369		
Fiction	844	1158		227	596	
Juvenile						
Non-fiction	1496			1368		
Fiction	7393			7040		
Other	49	8938			8408	
GRAND TOTAL			20722			19089

REGISTRATION August 1948

	1948			1947		
MAIN LIBRARY						
Adult Department						
New borrowers	219			182		
Transients	5			2		
Re-registered	114	338		86	270	
B. & G. Department						
New borrowers	73			65		
Re-registered	14	87		7	72	
Bookmobile						
New borrowers	93			82		
Re-registered	22	115		20	102	
GARNET BRANCH						
New borrowers	11			19		
Re-registered		11			19	
GRAND TOTALS						
New borrowers	401			350		
Re-registered	150			113		
Total			551			463

REPORT OF THE LIBRARIAN

FOR

SEPTEMBER 1948

Circulation of books for home use was 20,541, a slight increase over that of September a year ago. In the Main Library, there was a noticeable increase in the number of patrons requesting reference material, a total of 1783 calls being received at the desks and on the telephone as compared to last September's 1351. Although we expect a continuing increase in the number of requests for reference service, the increase will probably not be in porportion to other increases, for various reasons. The revision of the card catalog, with its fuller indexing, enables many patrons to find what they are looking for without having to consult the staff, for one reason; for another, new reference materials added during the past few years provide information that formerly had to be gathered from several sources by the staff. Painting of the Reference Room was completed during the month. Mr. Simmons of the staff was a member of the Freedom Train Committee, and was responsible for a gratifying amount of newspaper publicity in connection with the Library's participation. Exhibits featuring background books were on view--in the Boys and Girls Department as well as in the Adult--Two-thousand copies of an annotated booklist with the Library's imprint were distributed throughout the county; the Librarian's regular Friday evening radio program was devoted to The Bay Psalm Book; and an exhibit of selected photographic reproductions of the documents was placed in the Browsing Room.

1,518 volumes were processed by the Catalog Department. Of these, 1,063 were new volumes; 455 volumes were re-cataloged. During the month,

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

Miss Wilson and Miss Brugger completed their work on the library being organized at the Thomas Memorial Hospital, having processed approximately 800 volumes for the patient's library and the medical collection. This has been done on library time, more or less as a public service, with the thought of encouraging the idea of hospital library facilities on professional basis. Work has also been done on the collection at the South Charleston Library.

For books, periodicals and rebinding a total of $3,743.57 was expended. 1,336 volumes were acquired by purchase, the bulk of them for the classroom and deposit collections handled by the Extension Department. Gifts were received from Mrs. W. E. Clark, the Kanawha Garden Council, the Morton Salt Company, and the Youth Fellowship of the St. Mark's Church.

In the Boys and Girls Department, the Library Club gave a puppet show on September 11th. There was an audience approximately one-hundred-and - fifty. The Club gave a performance at Fruth School on September 17th, and Miss Brown spoke on the Library to all Fruth grades on the 10th and 14th. Teacher's collections were sent to ten schools by the Department.

For supplies, equipment and repair a total of $322.53 was expended.

Respectfully submitted,

Charles E. Butler

Miss W[illegible] [illegible]

[illegible] volumes [illegible] collection [illegible]

been done on [illegible] [illegible], [illegible]

changes of [illegible]

books. [illegible] collection [illegible]

Library.

For books, [illegible]

1,[illegible] volumes were [illegible] by purchase, [illegible]

and deposit collections [illegible]

[illegible]

[illegible] Company, and the [illegible] of [illegible].

In the [illegible]

[illegible]

[illegible]. The [illegible]

Miss [illegible] books on the [illegible]

Teacher's collections were sent to the schools [illegible].

For supplies, equipment and [illegible].

CIRCULATION September 1948

	1948			1947		
EXTENSION DEPARTMENT						
Bookmobile						
Adult Books						
Non-fiction	557			444		
Fiction	1851	2408		1853	2297	
Juvenile Books						
Non-fiction	413			695		
Fiction	2336	2740		2684	3379	
YA Collection						
Non-fiction	65					
Fiction	198	263				
Teachers' Coll. Adult						
Non-fiction						
Fiction						
Teachers' Coll. Juv.						
Non-fiction				1		
Fiction				236	237	
Teachers' Coll. YA						
Non-fiction						
Fiction						
Total Teachers' Coll.					237	
Total Bookmobile			5420			5913
Deposit Collection						
Adult						
Non-fiction	10			32		
Fiction	101	111		54	86	
YA Collection						
Non-fiction	1					
Fiction		1				
Juvenile						
Non-fiction	42			25		
Fiction	253	295		173	198	
Total Deposit Collection			407			284
Total Extension Department			5827			6197

CIRCULATION September 1948

	1948			1947		
MAIN LIBRARY						
Adult Department						
Non-fiction	2538			2933		
Fiction	3180			3370		
Pamphlets	14					
Periodicals	13					
Pictures	69					
Total		5814			6303	
YA Collection						
Non-fiction	224			251		
Fiction	601	825		368	619	
Total Adult Dept.			6639			6922
B. & G. Dept.						
Non-fiction	618			585		
Fiction	3978			3959		
Pamphlets	1					
Periodicals	18					
Total		4615			4544	
Teachers' Collection						
Non-fiction	280					
Fiction	696	976				
Total B. & G. Dept.			5591			4544
Total for Main Library			12230			11466
GARNET BRANCH						
Adult						
Non-fiction	806			719		
Fiction	593	1399		520	1239	
Juvenile						
Non-fiction	749			618		
Fiction	336	1085		385	1003	
Total			2484			2242
GRAND TOTAL FOR ALL DEPARTMENTS			20541			19905
SUMMARY						
Adult						
Non-fiction	3911			4128		
Fiction	5725			5797		
Other	96	9732			9925	
YA						
Non-fiction	290			251		
Fiction	799	1089		368	619	
Juvenile						
Non-fiction	2102			1924		
Fiction	7599			7437		
Other	19	9720			9361	
GRAND TOTAL			20541			19905

REGISTRATION September 1948

	1948			1947		
MAIN LIBRARY						
Adult Department						
New borrowers	254			280		
Transients	2			1		
Re-registered	102	358		74	355	
B. & G. Department						
New borrowers	163			72		
Re-registered	4	167		5	87	
Bookmobile						
New borrowers	206			161		
Re-registered	15	221		12	173	
GARNET BRANCH						
New borrowers	31			24		
Re-registered		31			24	
GRAND TOTALS						
New borrowers	656			548		
Re-registered	121			91		
Total			777			639

REPORT OF THE LIBRARIAN

FOR

OCTOBER 1948

There was a slight general decrease in the number of books issued for home use during October by all agencies, although books circulated in the Young Adult Collection--books intended to bridge the gap between the Boys and Girls Department and the Adult Department--showed a small increase. The loss in circulation may be attributed to the fact that in general books are now issued for a period of twenty-eight days instead of fourteen. Total circulation for the month was 27,110.

In the Adult Department, recorded requests for reference assistance numbered 1,731, a slight increase over those of October of last year. Classes from Charleston High School made four visits to the Library for conducted tours. Expansion and revision of the picture collection was begun, with three volunteer members of the Junior League working under the direction of Miss Sullivan. For some time we have been accumulating duplicate magazines and other material to be used for the picture collection, and with continuing volunteer assistance it is hoped that a really good collection can be assembled. Even with our present small file the monthly circulation of prints runs between one hundred and fifty and two hundred a month.

Special displays in connection with community projects included the Charleston Symphony, the Open Forum, and the Division of Vocational Rehabilitation. Arrangements were made for the inclusion of a half-page reading list in each program of the Charleston Symphony.

1,758 volumes were acquired by purchase during the month. These included a large group primarily intended for use in teachers and deposit collections. Periodicals, rebinding and transportation brought total

expenditures from the book fund to $3,732.76. Items of special interest included Freeman's two-volume George Washington, The Lincoln Papers, Nutting's Furniture Treasury, and Stevenson's Home Book of Proverbs.

1,711 volumes were processed by the Catalog Department, 1,464 of them new to the collection, and 274 of them recataloged. The Department is continuing to recatalog in addition the collection of the South Charleston Library.

Five special group visits of school children were made to the Boys and Girls Department, and two puppet shows were presented during the month. Thirteen teacher collections were prepared and sent out by the Department, and a special booklist was prepared for the forthcoming S. E. A. Convention.

The Extension Department reports an increase in the number of cards issued to new adult borrowers, 172 as compared with last October's 57. Deposit collections were made up and sent to four schools this month--at present, there are 18 such collections being circulated by the Department.

Mrs. Geraldine Bond, Head of the Adult Department, resigned October 15th to take up residence in Texas, and Miss Lorene Candor, part-time typist in the Catalog Department, resigned October 18th. Five members of the staff attended the annual meeting of the West Virginia Library Association in Huntington October 15th and 16th; the Librarian was elected President for the year 1948-1949. On October 9th, the Librarian appeared on Diamond Bookshop's monthly book meetings, and on October 21, Miss Alderson addressed the Tyler Mountain Farm Woman's Club.

For building maintenance, repair, new equipment and supplies, there was expended $1,020.08.

[illegible]

[illegible]

[illegible]

Gifts were received during October from Mrs. Howard Cammack, Dr. Cook, The Mink Shoals Farm Woman's Club, and Mrs. Arthur B. Koontz.

Respectfully submitted,

Charles E. Butler

CIRCULATION October 1948

	1948			1947		
EXTENSION DEPARTMENT						
Bookmobile						
Adult Books						
Non-fiction	641			660		
Fiction	2050	2691		2381	3041	
Juvenile Books						
Non-fiction	1010			1559		
Fiction	3907	4917		5148	6707	
YA Collection						
Non-fiction	93					
Fiction	205	298				
Teachers' Coll. Adult						
Non-fiction				4		
Fiction				5	9	
Teachers' Coll. Juv.						
Non-fiction	4			71		
Fiction	1232	1236		1513	1584	
Teachers' Coll. YA						
Non-fiction						
Fiction						
Total Teachers' Coll.		1236			1593	
Total Bookmobile			9142			11341
Deposit Collection						
Adult						
Non-fiction	23			15		
Fiction	81	104		36	51	
YA Collection						
Non-fiction						
Fiction						
Juvenile						
Non-fiction	105			36		
Fiction	740	845		135	171	
Total Deposit Collection			949			222
Total Extension Department			10091			11563

	1948			1947		
MAIN LIBRARY						
Adult Department						
Non-fiction	3057			3748		
Fiction	3261			3218		
Pamphlets	61					
Periodicals	68					
Pictures	187					
Total		6634			6966	
YA Collection						
Non-fiction	250			332		
Fiction	667	917		371	703	
Total Adult Dept.			7551			7669
B. & G. Dept.						
Non-fiction	678			812		
Fiction	4076			4805		
Pamphlets	4					
Periodicals	18					
Total		4776			5617	
Teachers' Collection						
Non-fiction	15			478		
Fiction	2111	2126		3146	3624	
Total B. & G. Dept.			6902			9241
Total for Main Library			14453			16910
GARNET BRANCH						
Adult						
Non-fiction	857			858		
Fiction	552	1409		399	1257	
Juvenile						
Non-fiction	762			654		
Fiction	395	1157		353	1007	
Total			2566			2264
GRAND TOTAL FOR ALL DEPARTMENTS			27110			30737
SUMMARY						
Adult						
Non-fiction	4578			5285		
Fiction	5944			6039		
Other	316	10838			11324	
YA						
Non-fiction	343			332		
Fiction	872	1215		371	703	
Juvenile						
Non-fiction	2574			3610		
Fiction	12461			15100		
Other	22	15057			18710	
GRAND TOTAL			27110			30737

REGISTRATION October 1948

	1948			1947		
MAIN LIBRARY						
Adult Department						
New borrowers	248			302		
Transients	5					
Re-registered	91	344		86	388	
B. & G. Department						
New borrowers	123			150		
Re-registered		123		13	163	
Bookmobile						
New borrowers	398			421		
Re-registered	26	424		16	437	
GARNET BRANCH						
New borrowers	23			35		
Re-registered		23		11	46	
GRAND TOTALS						
New borrowers	797			908		
Re-registered	117			126		
Total			914			1034

REPORT OF THE LIBRARIAN

FOR

NOVEMBER 1948

Small increases in circulation for the Adult Department and the Boys and Girls Department in the Main Library, and for Garnet Branch, were recorded for during November. A decrease was recorded for the Extension Department, as a whole, mainly in the collections circulated from the Bookmobile to classrooms in the county schools, although the adult circulation from the Bookmobile showed a small increase. The circulation of all departments totalled 33,162. 674 borrowers cards were issued to new patrons, an increase of 173 over November 1947.

The Catalog Department processed 1,904 volumes for public use. Of these, 1,655 were new additions; 249 volumes were recataloged. The Department also cataloged 125 volumes from the South Charleston Library.

November was an active month in the Boys and Girls Department. Seven collections were checked out to city schools, and ten school and scout troop group visits were made to the Department. Miss Brown and members of the Library Club appeared on the Library's regular radio broadcast on November 19th, and in addition were guests on a WTIP program on November 17th. Miss Brown was also speaker at two P.T.A. meetings and one study club, and the Department arranged a book and library exhibit at the annual meeting of the S.E.A. Special programs and displays were held each afternoon during Book Week.

In the Adult Department, circulation showed a slight increase, while the number of reference requests decreased. Two English classes from Cabell Junior High visited the Library for group tours. The Library participated in the vocational counselling program conducted by the Charleston University Club, with Miss Kennedy acting as consultant on library service. Mrs. Louise Gillespie, clerk assistant in the Adult Department, resigned effective November 27th, and was

replaced by Miss Roaslie Thomas.

1568 new volumes were acquired by purchase at a cost of $3,471.51. Rebinding, periodical subscriptions, pamphlets and transportation brought total expenditures from the book fund to $4,202.00.

Important acquisitions include the Macmillan Company's three volume Literary History of the U.S., Who's Who 1948, Joan Evans' Art in Medieval France, and Volumes 12 and 13 of the Wilmarth Lewis edition of Horace Walpole's Correspondence.

Gifts were received from the Colonial Press, Inc., Mrs. Genevieve A. Cook, American Petroleum Institute, Mr. H. B. Davenport, J. C. Penney Company, Institute of Life Insurance, and Mrs. K. S. Carpenter.

Respectfully submitted,

[illegible] E. Buller

CIRCULATION November 1948

	1948			1947		
EXTENSION DEPARTMENT						
Bookmobile						
Adult Books						
Non-fiction	523			549		
Fiction	1990	2513		2134	2683	
Juvenile Books						
Non-fiction	1095			1489		
Fiction	4142	5237		5005	6494	
YA Collection						
Non-fiction	112					
Fiction	234	346				
Teachers' Coll. Adult						
Non-fiction	79					
Fiction		79				
Teachers' Coll. Juv.						
Non-fiction	45			450		
Fiction	1346	1391		5673	6123	
Teachers' Coll. YA						
Non-fiction						
Fiction						
Total Teachers' Coll.		1470			6123	
Total Bookmobile			9566			15300
Deposit Collection						
Adult						
Non-fiction	12			10		
Fiction	110	122		40	50	
YA Collection						
Non-fiction						
Fiction						
Juvenile						
Non-fiction	17			117		
Fiction	289	306		248	365	
Total Deposit Collection			428			415
Total Extension Department			9994			15715

CIRCULATION November 1948

	1948			1947		
MAIN LIBRARY						
Adult Department						
Non-fiction	3206			3459		
Fiction	3405			3481		
Pamphlets	48					
Periodicals	55					
Pictures	33					
Total		6747			6940	
YA Collection						
Non-fiction	258			282		
Fiction	812	1070		408	690	
Total Adult Dept.			7817			7630
B. & G. Dept.						
Non-fiction	702			786		
Fiction	5160			4844		
Pamphlets						
Periodicals	36					
Total		5898			5630	
Teachers' Collection						
Non-fiction	1318			1091		
Fiction	5685	7003		5512	6603	
Total B. & G. Dept.			12901			12233
Total for Main Library			20718			19863
GARNET BRANCH						
Adult						
Non-fiction	807			677		
Fiction	554	1361		509	1186	
Juvenile						
Non-fiction	703			531		
Fiction	386	1089		365	896	
Total		2450			2082	
GRAND TOTAL FOR ALL DEPARTMENTS			33162			37660
SUMMARY						
Adult						
Non-fiction	4627			4695		
Fiction	6059			6164		
Other	136	10822			10859	
YA						
Non-fiction	370			282		
Fiction	1046	1416		408	690	
Juvenile						
Non-fiction	3880			4464		
Fiction	17008			21647		
Other	36	20924			26111	
GRAND TOTAL			33162			37660

REGISTRATION November 1948

	1948			1947		
MAIN LIBRARY						
Adult Department						
New borrowers	260			235		
Transients	3			2		
Re-registered	55	318		73	310	
B. & G. Department						
New borrowers	205			114		
Re-registered	21	226		24	138	
Bookmobile						
New borrowers	144			125		
Re-registered	20	164		16	141	
GARNET BRANCH						
New borrowers	12			23		
Re-registered		12			23	
GRAND TOTALS						
New borrowers	674			499		
Re-registered	96			113		
Total			870			612

REPORT OF THE LIBRARIAN

FOR

DECEMBER 1948

Circulation of books for home use in December numbered 30,850 as compared with 33,337 for December of 1947. The apparent decrease of 2,487 volumes, however, does not actually mean that fewer books are being borrowed, but is due to thefact that books are checked out for a longer period and are not renewable. Beginning last June, the lending period was changed from 14 days, with the privilege of a renewal to 28 days, with no renewal for the bulk of fiction and non-fiction. This was done for several reasons. General library practice has come to favor the longer loan period. It cuts down on the number of overdue notices to be prepared and mailed; it lessens the necessary routines involved in renewing; and it satisfies the majority of borrowers. Our telephone renewals had come almost to monopolize the two library lines, and sending of overdue notices was taking an undue amount of time. Since renewals were formerly--as in all libraries--counted as new circulations, the comparison with last year's figures is not a true comparison. We think that if a true comparison were possible, the circulation would be seen to be larger, for a large part of the former renewals were made only for the purpose of avoiding overdue fines. New fiction, as well as the most popular non-fiction for which there are waiting lists, is limited to one week. This is not wholly satisfactory, particularly in the case of many of the currently popular novels whose merit is measured by their length, but seems at present the best solution.

1,808 volumes were processed by the Catalog Department. Of these, 1,378 were new volumes, and 430 were recataloged. In addition, 541 books were cataloged for the South Charleston Library.

For the holiday season, special exhibits of Christmas cards and reproductions of art masterpieces of the Nativity were displayed in the Main Library. Two

performances of the Nutcracker Suite were given by the Library Club puppeteers, one on December 18th and one on December 31st, and on December 9th the Club gave a dramatization of The Wonderful Tar Baby over radio station WTIP. Miss Brown spoke on children's books over station WKNA on December 16th, and the Library's regular program was given on WGKV on December 17th, 24th, and 31st.

953 volumes were acquired by purchase for $1,992.32. Subscriptions, periodicals and rebinding brought total expenditures from the book fund to $2,485.02. Noteworthy items included Davenport's Book of Costume and a run of the Annual Reports of the Smithsonian Institution from 1869 to 1934. The Reports, which contain useful and unusual information not easily available elsewhere, are one of our most worthwhile additions.

471 new borrowers were registered during December, as against 360 for the same period last year.

Gifts were received from Mr. Harland P. Gorrell, American Jewish Conference, Mrs. E. P. Wells, and Mr. Del Halfhill, as well as single volumes from donors who chose to remain anonymous.

Respectfully submitted,

Charles E. Rutter

CIRCULATION December 1948

	1948			1947		
EXTENSION DEPARTMENT						
Bookmobile						
Adult Books						
Non-fiction	497			567		
Fiction	1774	2271		2194	2761	
Juvenile Books						
Non-fiction	1091			1505		
Fiction	4145	5236		4727	6232	
YA Collection						
Non-fiction	171					
Fiction	625	796				
Teachers' Coll. Adult						
Non-fiction				36		
Fiction					36	
Teachers' Coll. Juv.						
Non-fiction	89			200		
Fiction	1743	1832		2418	2618	
Teachers' Coll. YA						
Non-fiction						
Fiction						
Total Teachers' Coll.		1832			2654	
Total Bookmobile			10135			11647
Deposit Collection						
Adult						
Non-fiction	14			11		
Fiction	96	110		67	78	
YA Collection						
Non-fiction						
Fiction						
Juvenile						
Non-fiction	66			69		
Fiction	785	851		384	453	
Total Deposit Collection			961			531
Total Extension Department			11096			12178

	1948			1947		
MAIN LIBRARY						
Adult Department						
Non-fiction	2743			3459		
Fiction	2476			3481		
Pamphlets	43					
Periodicals	60					
Pictures	23					
Total		5345			6940	
YA Collection						
Non-fiction	163			282		
Fiction	544	707		408	690	
Total Adult Dept.			6052			7630
B. & G. Dept.						
Non-fiction	469			692		
Fiction	3581			3800		
Pamphlets						
Periodicals	9					
Total		4059			4492	
Teachers' Collection						
Non-fiction	740			1637		
Fiction	6509	7249			6868	
Total B. & G. Dept.			11308			11360
Total for Main Library			17360			18990
GARNET BRANCH						
Adult						
Non-fiction	770			743		
Fiction	558	1328		502	1245	
Juvenile						
Non-fiction	~~391~~ 679			598		
Fiction	675	1066		326	924	
Total		2394			2169	
GRAND TOTAL FOR ALL DEPARTMENTS			30850			33337
SUMMARY						
Adult						
Non-fiction	4024			4816		
Fiction	4904			6244		
Other	126	9054			11060	
YA						
Non-fiction	334			282		
Fiction	1169	1503		408	690	
Juvenile						
Non-fiction	2846			4701		
Fiction	17438			16886		
Other	9	20293			21587	
GRAND TOTAL			30850			33337

REGISTRATION December 1948

	1948			1947		
MAIN LIBRARY						
Adult Department						
New borrowers	248			203		
Transients	4			2		
Re-registered	52	304		88	293	
B. & G. Department						
New borrowers	67			48		
Re-registered	9	76		10	58	
Bookmobile						
New borrowers	143			89		
Re-registered	16	159		14	103	
GARNET BRANCH						
New borrowers	9			18		
Re-registered		9			18	
GRAND TOTALS						
New borrowers	471			360		
Re-registered	77			112		
Total			548			472

REPORT OF THE LIBRARIAN

FOR

JANUARY 1949

Statistics for January, 1949, indicate a continuance of the slight downward curve that has been apparent since October of 1948. Reasons for the decrease are difficult to determine exactly; it may be a combination of various reasons. For the period to be covered by the Annual Report--May 1, 1948 to April 30, 1949--we still, as of today, show an increase of approximately 9000 over last year.

Home circulation of books, periodicals and pamphlets in January was 31,560. Garnet Branch and the Boys' and Girls' Department showed slight increases. 521 new borrowers were enrolled. In the Main Library recorded requests for various kinds of reference assistance numbered 1,890.

The Catalog Department processed a total of 1,617 volumes for public use. An additional 140 volumes were cataloged for the South Charleston Library.

Two special programs were given by the Boys' and Girls' Department. On January 22nd, eleven young patrons and Miss Brown appeared on WGKV's "What Goes On," and on January 29th, Miss Virginia Bowen, of WTIP, gave a special story hour program in the Department. On January 12th, Miss Brown was guest speaker at the Dunbar Pioneer Woman's Club.

The Adult Department has been cooperating with city church mission groups in their current study of China, and 350 copies of a library booklist on China were mimeographed and distributed. Also distributed generally during the month was a printed booklist of popular 1948 books.

664 new volumes were acquired by purchase at a cost of $1,374.56. Binding, rebinding, subscriptions and transportation brought total expenditures from the book fund to $1,550.43.

For supplies, equipment, maintenance and repairs the sum of $495.60 was expended.

Gifts were received from the Gazette, Mr. John Caulfield, Mrs. L. E. Jackson, Mr. Wesley Ziegler, Mrs. Arthur S. Dayton, and others.

Miss Sue Staunton, a member of the Library Board since its creation in 1909, died on January 19, 1949.

Respectfully submitted,

Charles E. T. Butler

CIRCULATION January 1949

	1949			1948		
EXTENSION DEPARTMENT						
Bookmobile						
Adult Books						
Non-fiction	566			753		
Fiction	1798	2364		2715	3468	
Juvenile Books						
Non-fiction	1138			1886		
Fiction	4486	5624		5789	7675	
YA Collection						
Non-fiction	95			———		
Fiction	215	310		———	———	
Teachers' Coll. Adult						
Non-fiction	———			91		
Fiction	———	———		37	128	
Teachers' Coll. Juv.						
Non-fiction	30			221		
Fiction	1602	1632		3833	4054	
Teachers' Coll. YA						
Non-fiction	———			———		
Fiction	———	———		———		
Total Teachers' Coll.		1632			4182	
Total Bookmobile			9930			15325
Deposit Collection						
Adult						
Non-fiction	19			70		
Fiction	128	147		71	141	
YA Collection						
Non-fiction	3			———		
Fiction	16	19		———	———	
Juvenile						
Non-fiction	117			24		
Fiction	1310	1427		224	248	
Total Deposit Collection			1593			389
Total Extension Department			11523			15714

	1949			1948		
MAIN LIBRARY						
Adult Department						
Non-fiction	3742			4810		
Fiction	3882			4604		
Pamphlets	82					
Periodicals	47					
Pictures	155					
Total		7908			9414	
YA Collection						
Non-fiction	206			375		
Fiction	717	923		512	887	
Total Adult Dept.			8831			10301
B. & G. Dept.						
Non-fiction	900			740		
Fiction	4675			4378		
Pamphlets						
Periodicals	23					
Total		5598			5118	
Teachers' Collection						
Non-fiction	452			243		
Fiction	2502	2954		2217	2460	
Total B. & G. Dept.			8552			7578
Total for Main Library			17383			17879
GARNET BRANCH						
Adult						
Non-fiction	855			715		
Fiction	645	1500		504	1219	
Juvenile						
Non-fiction	721			563		
Fiction	433	1154		362	925	
Total		2654			2144	
GRAND TOTAL FOR ALL DEPARTMENTS			31560			35737
SUMMARY						
Adult						
Non-fiction	5182			6439		
Fiction	6453			7931		
Other	284	11919			14370	
YA						
Non-fiction	304			375		
Fiction	948	1252		512	887	
Juvenile						
Non-fiction	3358			7315		
Fiction	15008			13165		
Other	23	18389			20480	
GRAND TOTAL			31560			35737

REGISTRATION JANUARY 1949

	1949			1948		
MAIN LIBRARY						
Adult Department						
New borrowers	293			290		
Transients	3			4		
Re-registered	105	401		128	422	
B. & G. Department						
New borrowers	113			47		
Re-registered	8	121		14	61	
Bookmobile						
New borrowers	95			22		
Re-registered	30	125		7	29	
GARNET BRANCH						
New borrowers	17			28		
Re-registered		17			28	
GRAND TOTALS						
New borrowers	521			391		
Re-registered	143			149		
Total			664			548

REPORT OF THE LIBRARIAN

FOR

FEBRUARY 1949

The greater part of the Ritz Collection has now been removed to the Library. Several hundred volumes remain to be transferred, pending the erection of the Ritz shelving on the second floor. It is hoped that the shelving will be put in during the next two weeks.

The Library's book collection is being shifted, with the removal to the second floor of part of the collection of bound periodicals, back files of unbound periodicals, and general material seldom called for. This will give us badly-needed breathing space on the main floor. A shifting, naturally, involves many things: consideration, changing of records, perhaps making new files, before the actual physical moving of the books. I point out these details only to emphasize that in a building such as ours a good deal of time that might be more profitably used is necessarily taken up by short-term adjustments. The staff, on the whole, extends the utmost cooperation.

Circulation for February totalled 38,860, a gain of 7,300 over January, and more than 10,000 over that of February 1948.

The Catalog Department reports a total of 1,012 volumes processed. Of these, 847 were volumes new to the collection; 165 were recataloged. Outside projects included cataloging for the Thomas Memorial Hospital Library and the South Charleston Library.

Total registration--the number of borrowers with cards--at present is 24,288. This figure, while comparatively small as far as population figures are concerned, is growing constantly. 585 new cards were issued during the

month: 430 at the Main Library, 128 on the Bookmobile, and 25 at Garnet Branch.

518 new volumes were acquired by purchase at a cost of $926.20. Binding, transportation and periodicals brought total expenditures from the book fund to $1,024.98.

For supplies, equipment and repair the sum of $321.32 was expended.

Donors during February included Mrs. James S. Conley, Mr. Ralph Smith, Mrs. L. E. Jackson, Representative E. H. Hedrick, and Mr. Wesley Ziegler.

Operations, on the whole, are proceeding smoothly enough. The building continues to present constant problems in the matters of heating, plumbing, and general upkeep, and it is only a matter of time until a renovation is not only desirable but imperative. The staff, particularly the professional staff, lacks a certain background of experience that I think is necessary, but as resignations take place perhaps this can be remedied. At present, there are 12 professionals on the staff, including the Librarian. The staff of the Main Library as a whole--including the two janitors and the Bookmobile driver--numbers 24 full-time or the equivalent, plus the two afternoon book shelvers.

Respectfully submitted,

Charles E. T. Butler

CIRCULATION February 1949

	1949			1948		
EXTENSION DEPARTMENT						
Bookmobile						
Adult Books						
Non-fiction	643			231		
Fiction	2012	2655		829	1060	
Juvenile Books						
Non-fiction	1303			268		
Fiction	4605	5908		1348	1616	
YA Collection						
Non-fiction	113					
Fiction	244	357				
Teachers' Coll. Adult						
Non-fiction				167		
Fiction				64	231	
Teachers' Coll. Juv.						
Non-fiction	473			216		
Fiction	3094	3567		3115	3331	
Teachers' Coll. YA						
Non-fiction						
Fiction						
Total Teachers' Coll.		3567			3562	
Total Bookmobile			12487			6238
Deposit Collection						
Adult						
Non-fiction	14					
Fiction	142	156				
YA Collection						
Non-fiction	2					
Fiction	29	31				
Juvenile						
Non-fiction	137					
Fiction	3002	3139				
Total Deposit Collection			3326			
Total Extension Department			15813			6238

	1949			1948		
MAIN LIBRARY						
Adult Department						
Non-fiction	3859			4762		
Fiction	3804			4167		
Pamphlets	77					
Periodicals	66					
Pictures	117					
Total		7923			8929	
YA Collection						
Non-fiction	236			334		
Fiction	601	837		463	797	
Total Adult Dept.			8760			9726
B. & G. Dept.						
Non-fiction	826			895		
Fiction	5882			4530		
Pamphlets	17					
Periodicals						
Total		6725			5425	
Teachers' Collection						
Non-fiction	375			2015		
Fiction	4888	5263		3101	5116	
Total B. & G. Dept.			11988			10541
Total for Main Library			20748			20267
GARNET BRANCH						
Adult						
Non-fiction	485			731		
Fiction	811	1296		501	1232	
Juvenile						
Non-fiction	366			544		
Fiction	637	1003		354	898	
Total			2299			2130
GRAND TOTAL FOR ALL DEPARTMENTS			38860			28635
SUMMARY						
Adult						
Non-fiction	5001			5891		
Fiction	6769			5561		
Other	260	12030			11452	
YA						
Non-fiction	351			334		
Fiction	874	1225		463	797	
Juvenile						
Non-fiction	3480			3939		
Fiction	22108			12448		
Other	17	25605			16386	
GRAND TOTAL			38860			28635

REGISTRATION February 1949

	1949			1948		
MAIN LIBRARY						
Adult Department						
New borrowers	282			335		
Transients				2		
Re-registered	131	413		115	452	
B. & G. Department						
New borrowers	150			94		
Re-registered	16	166		15	109	
Bookmobile						
New borrowers	128			65		
Re-registered	16	144		5	70	
GARNET BRANCH						
New borrowers	25			44		
Re-registered		25			44	
GRAND TOTALS						
New borrowers	585			540		
Re-registered	163			135		
Total			748			675

REPORT OF THE LIBRARIAN

FOR

MARCH 1949

Circulation showed its customary seasonal increase, reaching a total from all agencies of 50,789 for the month. This is an increase of 3,018 over March of 1948, and marks the second time the monthly circulation has exceeded 50,000. It should be kept in mind, too, that this year's figure is largely for books issued for 28 days in contrast to last year's 14 day loan period. The largest increase was in the Extension Department, whose circulation was 24,288--it may be noted in passing that the Department's circulation for its entire first year of operation, 1935-36, was less than this.

593 new borrowers were enrolled.

In the Main Library, special displays were arranged in conjunction with the Preaching Mission held on March 13-20, and with the Charleston Symphony Orchestra. With the latter, the display featured the materials, tools, and steps in violin construction, and resulted in photographs and feature stories in the Daily Mail and the Westvaco News. A photograph of the Library's book display in conjunction with the Preaching Mission was featured in the Gazette.

909 volumes were processed by the Catalog Department; these included 201 volumes recataloged. Members of the Department are assisting in the cataloging of the nurses library of Mountain State Hospital.

211 volumes were acquired by purchase during March. Subscriptions, pamphlets and transportation brought expenditures from the book fund to $625.46. 47 gift volumes were received during the month, including the new 2 volume Letters of Edgar Allan Poe published by Harvard University Press, given by Mrs. William Brinkley as a memorial to her grandfather, the late Mr. James D. Foster. Other donors included Mr. Robert Stowers, the Dupont Company, and

Mrs. R. C. Boothe.

In the Boys and Girls Department, puppet shows were given for a Junior League group and for a Mother-Daughter banquet at B'Nai Jacob Synagogue. Miss Brown spoke on an assembly program at Thomas Jefferson Junior High March 30th on special award juvenile books; and assisted in the reorganization of the library of North Charleston Recreation Center. A photograph of puppet activities in the Department was taken to be used as a cover for a forthcoming issue of Carbide News.

For supplies, repairs and maintenance, a total of $213.02 was expended.

Work on moving the Ritz shelving and installing it here began March 31st. As soon as it is erected, the remainder of the Ritz Collection will be moved to the Library.

Resectfully submitted,

Charles E. Butler

CIRCULATION March 1949

	1949			1948		
EXTENSION DEPARTMENT						
Bookmobile						
Adult Books						
Non-fiction	751			640		
Fiction	2516	3267		2380	3020	
Juvenile Books						
Non-fiction	1642			2093		
Fiction	5657	7299		6640	8733	
YA Collection						
Non-fiction	142			142		
Fiction	294	436		242	384	
Teachers' Coll. Adult						
Non-fiction						
Fiction				2	2	
Teachers' Coll. Juv.						
Non-fiction	159			452		
Fiction	4309	4468		7450	7902	
Teachers' Coll. YA						
Non-fiction	1					
Fiction	1	2		3	3	
Total Teachers' Coll.		4470			7905	
Total Bookmobile			15472			20044
Deposit Collection						
Adult						
Non-fiction	27			14		
Fiction	206	233		66	80	
YA Collection						
Non-fiction	32					
Fiction	39	71				
Juvenile						
Non-fiction	307			69		
Fiction	8205	8512		291	360	
Total Deposit Collection			8816			440
Total Extension Department			24288			20484

CIRCULATION March 1949

	1949			1948		
MAIN LIBRARY						
Adult Department						
Non-fiction	4145			5096		
Fiction	3800			3973		
Pamphlets	149					
Periodicals	66					
Pictures	21					
Total		8181			9069	
YA Collection						
Non-fiction	213			297		
Fiction	668	881		499	796	
Total Adult Dept.			9062			9865
B. & G. Dept.						
Non-fiction	981			971		
Fiction	5406			5457		
Pamphlets	1					
Periodicals	44					
Total		6432			6428	
Teachers' Collection						
Non-fiction	776			1375		
Fiction	7698	8474		7037	8412	
Total B. & G. Dept.			14906			14840
Total for Main Library			23968			24705
GARNET BRANCH						
Adult						
Non-fiction	924			852		
Fiction	580			611		
Periodicals		1504			1463	
Juvenile						
Non-fiction	681			716		
Fiction	348			403		
Periodicals		1029	2533		1119	2582
GRAND TOTAL FOR ALL DEPARTMENTS			50789			47771
SUMMARY						
Adult						
Non-fiction	5847			6602		
Fiction	7102			7274		
Other	236	13185			13876	
YA						
Non-fiction	388			439		
Fiction	1002	1390		502	941	
Juvenile						
Non-fiction	4546			5676		
Fiction	31623			27278		
Other	45	36214			32954	
GRAND TOTAL			50789			47771

REGISTRATION March 1949

	1949			1948		
MAIN LIBRARY						
Adult Department						
New borrowers	269			273		
Transients				4		
Re-registered	111	380		84	366	
B. & G. Department						
New borrowers	167			133		
Re-registered	4	171		13	146	
Bookmobile						
New borrowers	137			67		
Re-registered	29	166		10	77	
GARNET BRANCH						
New borrowers	20			29		
Re-registered		20			29	
GRAND TOTALS						
New borrowers	593			506		
Re-registered	144			112		
Total			737			618

REPORT OF THE LIBRARIAN

FOR

APRIL 1949

Increases in circulation were noted for the month in the Main Library, in both adult and juvenile books, with slight decreases in the Extension Department and Garnet Branch. Circulation as a whole was 38,767, about 400 less than last April's. 512 new borrowers were enrolled, as compared to last April's 397.

Reference inquiries recorded at the service desks totalled 2466, and 245 paid reserves were filled in the Circulation Department, mainly for titles currently in most demand.

In the Boys and Girls Department, a special story hour, conducted by Miss Virginia Bowen of radio station WTIP, was held on April 9th. A puppet showwas given on April 16th. The April issue of Carbide News was a photograph of some of the Department's puppets, photographed in the Library. On April 29th, a troop of 18 Girl Scouts from Tyler Mountain were shown through the Department. Other activities during April included a story hour by Miss Brown at Mt. Ovas School, and a talk by her before the P.T.A. of St. Francis School in St. Albans. 14 teachers collections were checked out during the month.

Expenditures from the book funds amounted to $2,083.52. 978 volumes were acquired, at a cost of $1,470.39--the balance was expended for pamphlets, periodicals, and catalog cards, and for rebinding. 314 volumes were rebound and 57 bound periodical volumes were received. 70 gift volumes were received.

For upkeep, repairs, supplies and equipment, $350.57 was expended.

Miss Elizabeth Kennedy, Head of the Reference Department, resigned effective April 16, 1949 to accept a position in a Naval hospital library in Norfolk. No candidates for the vacancy have as yet been found. Other staff changes during April involved only the part-time book shelvers.

On Army Day, April 9th, during the mock attack on Charleston, the Library was selected as one of the strategic points to be guarded by the local defensive force, and until noon that day patrons of the Library were greeted at the entrance by armed soldiers. Whether it was the Library's contents, or its location and construction, that was considered important, was not made clear.

977 volumes were processed for public use by the Catalog Department, plus additional books for the South Charleston Library.

Respectfully submitted,

Charles E. C. Butler

May 9, 1949

CIRCULATION April 1949

	1949			1948		
EXTENSION DEPARTMENT						
Bookmobile						
Adult Books						
Non-fiction	623			643		
Fiction	1805	2428		2306	2949	
Juvenile Books						
Non-fiction	1206			1710		
Fiction	5011	6217		5479	7189	
YA Collection						
Non-fiction	109			344		
Fiction	264	373		134	478	
Teachers' Coll. Adult						
Non-fiction				85		
Fiction				19	104	
Teachers' Coll. Juv.						
Non-fiction	37			232		
Fiction	3829	3866		5523	5755	
Teachers' Coll. YA						
Non-fiction						
Fiction				11	11	
Total Teachers' Coll.		3866			5870	
Total Bookmobile			12884			16486
Deposit Collection						
Adult						
Non-fiction	30			24		
Fiction	205	235		76	100	
YA Collection						
Non-fiction	30					
Fiction	59	89				
Juvenile						
Non-fiction	256			72		
Fiction	1341	1597		622	694	
Total Deposit Collection			1921			794
Total Extension Department			14805			17280

CIRCULATION April 1949

	1949			1948		
MAIN LIBRARY						
Adult Department						
Non-fiction	4201			4293		
Fiction	3321			3456		
Pamphlets	150					
Periodicals	66					
Pictures	227					
Total		7965			7749	
YA Collection						
Non-fiction	169			247		
Fiction	611	780		461	708	
Total Adult Dept.			8745			8457
B. & G. Dept.						
Non-fiction	1028			894		
Fiction	5004			4418		
Pamphlets	2					
Periodicals	23					
Total		6057			5312	
Teachers' Collection						
Non-fiction	813			617		
Fiction	5880	6693		4934	5551	
Total B. & G. Dept.			12750			10863
Total for Main Library			21495			19320
GARNET BRANCH						
Adult						
Non-fiction	844			848		
Fiction	542	1386		583	1431	
Juvenile						
Non-fiction	682			773		
Fiction	399	1081		387	1160	
Total			2467			2591
GRAND TOTAL FOR ALL DEPARTMENTS			38767			39191
SUMMARY						
Adult						
Non-fiction	5698			5893		
Fiction	5873			6440		
Other	443	12014			12333	
YA						
Non-fiction	308			392		
Fiction	934	1242		805	1197	
Juvenile						
Non-fiction	4022			4298		
Fiction	21464			21363		
Other	25	25511			25661	
GRAND TOTAL			38767			39191

REGISTRATION April 1949

	1949			1948		
MAIN LIBRARY						
Adult Department						
New borrowers	244			215		
Transients	1			2		
Re-registered	166	411		90	307	
B. & G. Department						
New borrowers	139			90		
Re-registered	11	150		11	101	
Bookmobile						
New borrowers	114			78		
Re-registered	28	142		25	103	
GARNET BRANCH						
New borrowers	14			12		
Re-registered		14			12	
GRAND TOTALS						
New borrowers	512			397		
Re-registered	205			126		
Total			717			523

REPORT OF THE LIBRARIAN

FOR

MAY 1949

Circulation figures for May have shown their accustomed seasonal increase with the returns from many of the deposit collections sent earlier to county schools. The total for the Library as a whole is 64,119; of this new high, deposit collection of the Extension Department account for 18,738; and teachers sets from the Boys and Girls Department for 20,391. In all departments, 432 new borrowers cards were issued.

Expenditures from the book funds amounted to $1,454.79. 401 volumes were acquired by purchase at a cost of $1,194.35; maps, periodicals, pamphlets, and rebinding accounted for $260.44.

The Boys and Girls Department was active as usual. A puppet show was given by the Library Club for Glenwood School, and two additional shows were given in the Library. Five school classes, with their teachers, visited the Department for introductions and story hours, and Miss Borwn, in addition, made eleven school visits on behalf of the Vacation Reading Club, and was elected secretary of the Junior Radio Board, an organization of teachers and Junior League Members sponsoring the Musical Pictures radio program. In passing, I think Miss Brown's skill, energy and zeal should be recorded. Her activities have continuously broadened the Library's influence in the community in a very real way.

The Bookmobile met its May schedule with the omission of only one day, when it was undergoing necessary repairs.

In the Main Library, recorded requests for assistance at the service desks numbered 2,176, a good increase over last May's. Special exhibits included oils by Mrs. Naomi Hosterman, with Mr. Dayton's portrait the chief

piece; work by art students at Mason College; and collections of stamps by members of the Kanawha Valley Stamp Club.

The Catalog Department processed 921 volumes for the shelves, and cataloged an additional 102 volumes for the South Charleston Library.

Plans for the summer include checking of the Ritz Collection, with the addition to the shelves of such items from it that are suitable for immediate use; selection of material for rebinding and replacement; work on the picture file and a preliminary checking of material to be organized into a separate art department; and a search for a Head of the Reference Department. A full schedule of educational exhibits is being worked on, with emphasis on attracting adult patrons and potential patrons.

Respectfully submitted,

C P Butler

CIRCULATION May 1949

	1949			1948		
EXTENSION DEPARTMENT						
Bookmobile						
Adult Books						
Non-fiction	401			392		
Fiction	1582	1983		1697	2089	
Juvenile Books						
Non-fiction	871			1057		
Fiction	3821	4692		3406	4463	
YA Collection						
Non-fiction	96			98		
Fiction	203	299		171	269	
Teachers' Coll. Adult						
Non-fiction						
Fiction				82	82	
Teachers' Coll. Juv.						
Non-fiction	20			95		
Fiction	3798	3818		4330	4425	
Teachers' Coll. YA						
Non-fiction				3		
Fiction				8	11	
Total Teachers' Coll.		3818			4518	
Total Bookmobile			10792			11339
Deposit Collection						
Adult						
Non-fiction	50			32		
Fiction	181	231		152	184	
YA Collection						
Non-fiction	16			6		
Fiction	42	58			6	
Juvenile						
Non-fiction	1404			274		
Fiction	17039	18443		1847	2121	
Total Deposit Collection			18738			2311
Total Extension Department			29530			13650

CIRCULATION May 1949

	1949			1948		
MAIN LIBRARY						
Adult Department						
Non-fiction	3097			3689		
Fiction	2673			3239		
Pamphlets	131			75		
Periodicals	40			59		
Pictures	26			31		
Total		5967			7093	
YA Collection						
Non-fiction	125			174		
Fiction	506	631		502	676	
Total Adult Dept.			6598			7769
B. & G. Dept.						
Non-fiction	820			863		
Fiction	4563			4841		
Pamphlets				5		
Periodicals	30			18		
Total		5413			5727	
Teachers' Collection						
Non-fiction	2336			5052		
Fiction	18055	20391		16745	21797	
Total B. & G. Dept.			25804			27524
Total for Main Library			32402			35293
GARNET BRANCH						
Adult						
Non-fiction	649			695		
Fiction	647	1296		454	1149	
Juvenile						
Non-fiction	487			597		
Fiction	404	891		282	879	
Total			2187			2028
GRAND TOTAL FOR ALL DEPARTMENTS			64119			50971
SUMMARY						
Adult						
Non-fiction	4197			4808		
Fiction	5089			5624		
Other	197	9483		165	10597	
YA						
Non-fiction	237			281		
Fiction	751	988		681	962	
Juvenile						
Non-fiction	5938			7938		
Fiction	47680			31451		
Other	30	53648		23	39421	
GRAND TOTAL			64119			50971

REGISTRATION May 1949

	1949			1948		
MAIN LIBRARY						
Adult Department						
New borrowers	196			186		
Transients	2			1		
Re-registered	125	323		88	275	
B. & G. Department						
New borrowers	135			153		
Re-registered	14	149		6	159	
Bookmobile						
New borrowers	83			74		
Re-registered	10	93		9	83	
GARNET BRANCH						
New borrowers	16			11		
Re-registered		16			11	
GRAND TOTALS						
New borrowers	432			425		
Re-registered	149			103		
Total			581			528

REPORT OF THE LIBRARIAN

FOR

JUNE, JULY AND AUGUST, 1949

Home use of books during the summer, as far as circulation figures indicate, shows some variation. June's total was 34,899; July's was 22,010; August's was 23,191. For each of the three months the totals were higher than those of the corresponding months of 1948. New borrowers registered likewise show an increase.

In June 648 new volumes were acquired by purchase; in July, 623; in August, 905. Total expenditures from book funds amounted to $5,313.64. Included in these expenditures were $923.26 for binding of periodicals and rebinding of worn volumes.

The Boys and Girls Department has continued to lead in its circulation increases. Its gain in books issued was 6,582 over the corresponding period of 1948. Six hundred and sixty-nine children registered in the Department for the Vacation Reading Club, a scheme to stimulate children's book interests during the summer. This is the largest number enrolled during a summer, and we hope to have a newspaper feature about it. It should be emphasized that this is guided, selected reading. Miss Brown reports that most of the city schools were represented, Fort Hill School leading with 30% of the pupils participating. Classes and practice teachers enrolled at Morris Harvey College have attended puppet shows and story hours in the Department.

Work by the local artists was exhibted in the Main Library in June and August. A group of woodcut prints by Mr. Kingsley Hughes was shown in June, and color prints and oils by Mrs. Grace Frame in August. Plans have been completed for the showing of an extensive series of educational exhibiits available from Life Magazine, to be shown through December, 1950. The first

of these, The Medieval World will be on view from September 6th through the 30th, supplemented by material from the Library's holdings. Future exhibits will include The Holy Land, Emerson's New England, Atomic Energy, 18th Century England, and others.

Gifts during the summer included a group of 30 items from Mrs. William E. Chilton, Sr., including a portfolio of Japanese woodblock prints and maps Europe and the British Isles; 142 volumes from Mr. C. E. Bliven; and 112 volumes from the Libr ary of West Virginia University, mainly state documents from the University's collection of extra copies. Other donors were the National Bank of Commerce, Mr. Lee Silverstein, and the Bollingen Foundation.

Since this is probably my final report to the Board as its Librarian, I wish to extend again my deep thanks to all of you for the support which has made my experience here so satisfying and rewarding. There is still much to be done, but I am happy that I shall be close enough to watch the Library's continued progress.

Respectfully submitted,

Charles E. T. Butler

9/3/49

[illegible]

CIRCULATION JUNE 1949

	1949			1948		
EXTENSION DEPARTMENT						
Bookmobile						
Adult Books						
Non-fiction	428			404		
Fiction	1731	2159		1932	2336	
Juvenile Books						
Non-fiction	556			579		
Fiction	3567	4123		2906	3485	
YA Collection						
Non-fiction	88			84		
Fiction	208	296		179	263	
Teachers' Coll. Adult						
Non-fiction	———			———		
Fiction	———	———		———	———	
Teachers' Coll. Juv.						
Non-fiction	———			———		
Fiction	70	70		———	———	
Teachers' Coll. YA						
Non-fiction	———			———		
Fiction	———	———		———		
Total Teachers' Coll.		70			———	
Total Bookmobile			6648			6084
Deposit Collection						
Adult						
Non-fiction	19			13		
Fiction	219	238		113	126	
YA Collection						
Non-fiction	53			———		
Fiction	64	117		———	———	
Juvenile						
Non-fiction	754			56		
Fiction	6758	7512		449	505	
Total Deposit Collection			7867			631
Total Extension Department			14515			6715

CIRCULATION JUNE 1949

	1949			1948		
MAIN LIBRARY						
Adult Department						
Non-fiction	3079			3205		
Fiction	3463			3325		
Pamphlets	65			23		
Periodicals	43			61		
Pictures	74			7		
Total		6724			6621	
YA Collection						
Non-fiction	161			225		
Fiction	640	801		723	948	
Total Adult Dept.			7525			7569
B. & G. Dept.						
Non-fiction	702			673		
Fiction	5515			4919		
Pamphlets				2		
Periodicals	16			36		
Total		6233			5630	
Teachers' Collection						
Non-fiction	92			1960		
Fiction	4594	4686		42	2002	
Total B. & G. Dept.			10919			7632
Total for Main Library			18444			15201
GARNET BRANCH						
Adult						
Non-fiction	456			501		
Fiction	600	1125		441	942	
Current Periodicals	69					
Juvenile						
Non-fiction	369			371		
Fiction	432	815		308	679	
Current Periodicals	14		1940			1621
GRAND TOTAL FOR ALL DEPARTMENTS			34899			23537
SUMMARY						
Adult						
Non-fiction	3982			4123		
Fiction	6013			5811		
Other	215	10246		91	10025	
YA						
Non-fiction	302			309		
Fiction	912	1214		902	1211	
Juvenile						
Non-fiction	2473			3639		
Fiction	20936			8624		
Other	30	23439		38	12301	
GRAND TOTAL			34899			23537

REGISTRATION JUNE 1949

	1949			1948		
MAIN LIBRARY						
Adult Department						
New borrowers	217			228		
Transients				7		
Re-registered	157	374		125	360	
B. & G. Department						
New borrowers	202			116		
Re-registered	12	214		17	133	
Bookmobile						
New borrowers	170			135		
Re-registered	27	197		28	163	
GARNET BRANCH						
New borrowers	15			13		
Re-registered		15			13	
GRAND TOTALS						
New borrowers	604			499		
Re-registered	196			170		
Total			800			669

CIRCULATION JULY 1949

	1949			1948		
EXTENSION DEPARTMENT						
Bookmobile						
Adult Books						
Non-fiction	441			482		
Fiction	1608	2049		2091	2573	
Juvenile Books						
Non-fiction	496			652		
Fiction	3303	3799		2934	3586	
YA Collection						
Non-fiction	107			113		
Fiction	219	326		204	317	
Teachers' Coll. Adult						
Non-fiction	———			———		
Fiction	———	———		———	———	
Teachers' Coll. Juv.						
Non-fiction	10			———		
Fiction	59	69		———	———	
Teachers' Coll. YA						
Non-fiction	———			———		
Fiction	———	———		———		
Total Teachers' Coll.		69			———	
Total Bookmobile			6243			6476
Deposit Collection						
Adult						
Non-fiction	2			9		
Fiction	54	56		63	72	
YA Collection						
Non-fiction	———			———		
Fiction	———	———		———	———	
Juvenile						
Non-fiction	137			107		
Fiction	554	691		432	539	
Total Deposit Collection			747			611
Total Extension Department			6990			7087

CIRCULATION July 1949

	1949			1948		
MAIN LIBRARY						
Adult Department						
Non-fiction	2982			3733		
Fiction	3720			3271		
Pamphlets	59			51		
Periodicals	37			64		
Pictures				3		
Total		6798			7122	
YA Collection						
Non-fiction	138			282		
Fiction	492	630		734	1016	
Total Adult Dept.			7428			8138
B. & G. Dept.						
Non-fiction	624			447		
Fiction	5348			3978		
Pamphlets	6			2		
Periodicals	36			19		
Total		6014			4446	
Teachers' Collection						
Non-fiction						
Fiction	19	19				
Total B. & G. Dept.			6033			4446
Total for Main Library			13461			12584
GARNET BRANCH						
Adult						
Non-fiction	330			765		
Fiction	508	871		548	1313	
Periodicals	33					
Juvenile						
Non-fiction	327			577		
Fiction	350	688	1559	333	910	2223
Periodicals	11					
GRAND TOTAL FOR ALL DEPARTMENTS			22010			21894
SUMMARY						
Adult						
Non-fiction	3755			4989		
Fiction	5890			5973		
Other	129	9774		118	11080	
YA						
Non-fiction	245			395		
Fiction	711	956		938	1333	
Juvenile						
Non-fiction	1594			1783		
Fiction	9633			7677		
Other	53	11280		21	9481	
GRAND TOTAL			22010			21894

REGISTRATION July 1949

	19 49			19 48		
MAIN LIBRARY						
Adult Department						
New borrowers	229			227		
Transients	2			4		
Re-registered	137	368		128	359	
B. & G. Department						
New borrowers	134			93		
Re-registered	18	152		18	111	
Bookmobile						
New borrowers	167			133		
Re-registered	32	199		18	151	
GARNET BRANCH						
New borrowers	8			10		
Re-registered		8			10	
GRAND TOTALS						
New borrowers	540			467		
Re-registered	187			164		
Total			727			631

CIRCULATION AUGUST 1949

	1949			1948		
EXTENSION DEPARTMENT						
Bookmobile						
Adult Books						
Non-fiction	475			525		
Fiction	2001	2476		2009	2534	
Juvenile Books						
Non-fiction	483			504		
Fiction	3630	4113		2856	3360	
YA Collection						
Non-fiction	95			109		
Fiction	262	357		175	284	
Teachers' Coll. Adult						
Non-fiction						
Fiction						
Teachers' Coll. Juv.						
Non-fiction						
Fiction						
Teachers' Coll. YA						
Non-fiction						
Fiction						
Total Teachers' Coll.						
Total Bookmobile			6946			6178
Deposit Collection						
Adult						
Non-fiction	13			38		
Fiction	69	82		326	364	
YA Collection						
Non-fiction	4			15		
Fiction	16	20		7	22	
Juvenile						
Non-fiction	23			12		
Fiction	270	293		237	249	
Total Deposit Collection			395			635
Total Extension Department			7341			6813

CIRCULATION AUGUST 1949

	1949			1948		
MAIN LIBRARY						
Adult Department						
Non-fiction	3311			2715		
Fiction	4056			3676		
Pamphlets	74			28		
Periodicals	35			84		
Pictures	50			24		
Total		7526			6527	
YA Collection						
Non-fiction	159			190		
Fiction	567	726		662	852	
Total Adult Dept.			8252			7379
B. & G. Dept.						
Non-fiction	726			480		
Fiction	5343			3964		
Pamphlets				2		
Periodicals	32			47		
Total		6101			4493	
Teachers' Collection						
Non-fiction						
Fiction						
Total B. & G. Dept.						
Total for Main Library			6101			4493
GARNET BRANCH						
Adult						
Non-fiction	353			692		
Fiction	485	859		509	1201	
Current Periodicals	21					
Juvenile						
Non-fiction	349			500		
Fiction	280	638		336	836	
Current Periodicals	9					
GRAND TOTAL FOR ALL DEPARTMENTS			23191			20722
SUMMARY						
Adult						
Non-fiction	4152			3970		
Fiction	6611			6520		
Other	180	10943		136	10626	
YA						
Non-fiction	258			314		
Fiction	845	1103		844	1158	
Juvenile						
Non-fiction	1581			1496		
Fiction	9523			7393		
Other	41	11145		49	8938	
GRAND TOTAL			23191			20722

REGISTRATION AUGUST 1949

	1949			1948		
MAIN LIBRARY						
Adult Department						
New borrowers	245			219		
Transients	5			5		
Re-registered	139	389		114	338	
B. & G. Department						
New borrowers	83			73		
Re-registered	8	91		14	87	
Bookmobile						
New borrowers	168			93		
Re-registered	46	214		22	115	
GARNET BRANCH						
New borrowers	9			11		
Re-registered		9			11	
GRAND TOTALS						
New borrowers	510			401		
Re-registered	193			150		
Total			703			551

REPORT OF THE ACTING LIBRARIAN

FOR

SEPTEMBER 1949

Circulation of books for home use was 21,351, an increase of 810 over that of September 1948. The Reference and Information Desks handled a total of 1,699 reference questions for the month. Revision of the card catalog has made it easier for the patrons to use the library's collection. The pamphlet file has become a valuable part of the library's information service.

The Library during the month of September exhibited "The Medieval World" an exhibition assembled under the direction of Stuart Preston for Life Magazine. The exhibition included many reproductions of prints and engravings in addition to three panels of color reproductions. Many books and color plates illustrating the art of the Medieval period were displayed in the Browsing and Reference rooms. Rare manuscript pages from the collection of Mr. Walter Martens were also displayed.

The Catalog Department cataloged 1,380 books for the month. 555 books were added to the Deposit Collection. Book orders for the amount of $837.00 were placed with dealers. Inventory of the Boys and Girls Department was completed.

Miss Brown of the Boys and Girls Department visited every class of Fruth and Mercer Schools this month.

The Extension Department reported that book collections were delivered to twenty-five schools, two communities and one hospital. Total circulation for this department has increased by 1,337 volumes over circulation in September 1948.

Mr. Robert Mund joined the staff of the Extension Department September 15.

Gifts during the month came to a total of 147 volumes.

Respectfully submitted,

Robert F. Simmons

CIRCULATION SEPTEMBER 1949

	1949			1948		
EXTENSION DEPARTMENT						
Bookmobile						
Adult Books						
Non-fiction	527			557		
Fiction	1868	2395		1851	2408	
Juvenile Books						
Non-fiction	603			413		
Fiction	3424	4027		2336	2740	
YA Collection						
Non-fiction	102			65		
Fiction	252	354		198	263	
Teachers' Coll. Adult						
Non-fiction						
Fiction						
Teachers' Coll. Juv.						
Non-fiction						
Fiction						
Teachers' Coll. YA						
Non-fiction						
Fiction						
Total Teachers' Coll.						
Total Bookmobile			6776			5420
Deposit Collection						
Adult						
Non-fiction	4			10		
Fiction	70	74		101	111	
YA Collection						
Non-fiction	1			1		
Fiction	2	3			1	
Juvenile						
Non-fiction	37			42		
Fiction	274	311		253	295	
Total Deposit Collection			388			407
Total Extension Department			7164			5827

CIRCULATION SEPTEMBER 1949

	1949			1948		
MAIN LIBRARY						
Adult Department						
Non-fiction	3020			2538		
Fiction	3625			3180		
Pamphlets	49			14		
Periodicals	43			13		
Pictures	24			69		
Total		6761			5814	
YA Collection						
Non-fiction	147			224		
Fiction	440	587		601	825	
Total Adult Dept.			7348			6639
B. & G. Dept.						
Non-fiction	669			618		
Fiction	4230			3978		
Pamphlets	2			1		
Periodicals	13			18		
Total		4914			4615	
Teachers' Collection						
Non-fiction	471			280		
Fiction		471		696	976	
Total B. & G. Dept.			5385			5591
Total for Main Library			12733			12230
GARNET BRANCH						
Adult						
Non-fiction	371			806		
Fiction	472	909		593	1399	
Current Periodicals	66					
Juvenile						
Non-fiction	265			749		
Fiction	259	545		336	1085	
Current Periodicals	21		1454			2484
GRAND TOTAL FOR ALL DEPARTMENTS			21351			20541
SUMMARY						
Adult						
Non-fiction	3922			3911		
Fiction	6035			5725		
Other	182	10139		96	9732	
YA						
Non-fiction	250			290		
Fiction	694	944		799	1089	
Juvenile						
Non-fiction	2045			2102		
Fiction	8187			7599		
Other	36	10268		19	9720	
GRAND TOTAL			21351			20541

REGISTRATION SEPTEMBER 1949

	1949			1948		
MAIN LIBRARY						
Adult Department						
New borrowers	272			254		
Transients	7			2		
Re-registered	118	397		102	358	
B. & G. Department						
New borrowers	106			163		
Re-registered	6	112		4	167	
Bookmobile						
New borrowers	161			206		
Re-registered	22	183		15	221	
GARNET BRANCH						
New borrowers	42			31		
Re-registered		42			31	
GRAND TOTALS						
New borrowers	588			656		
Re-registered	146			121		
Total			734			777

REPORT OF THE LIBRARIAN

FOR

OCTOBER 1949

The total circulation of books increased about 2% that of October 1948, the number being 27,651. Borrowers registered number 974, a corresponding increase of 6.5%.

The Circulation Department has been pushing its work on the picture collection. A well-rounded group of pictures should number about 10,000. We now have about half that. But progress is steady, with volunteer assistance from the Junior League. 360 pictures were added during the month. An exhibit on caves, and a show of watercolors by Robert Reynolds excited considerable interest and the newspapers presented them in feature articles. Three smaller exhibits were put in. Mrs. Margaret Hilliard joined the professional staff of the department October 1st.

974 borrowers were registered, an increase of 6.5% over last year but still under the year before.

Miss Brown of the Boys and Girls Department visited schools, awarding Vacation Reading Club certificates to individuals in nine classes. She gave ~~put on~~ two story hours, and gave a talk to one adult group. Ten different classes or groups of children visited the library. Puppet shows ~~are~~ were given twice weekly by two school groups of puppeteers.

Extension Department. The Bookmobile met all scheduled stops. Deposit collections were sent to all grades in seven schools and nine other deposits ~~one~~ were out at the end of the month. Miss Alderson talked before one PTA meeting. The printed bookmobile schedules were distributed to county school principals.

The Reference Department, in addition to handling requests for information

from public and staff, is developing some aids necessary to improve its work. These are an adequate record of serial publications, a checklist of periodical holdings, a list of subject headings for the West Virginia file.

The Catalog Department completed work on 1211 books, plus 143 books for South Charleston Library. 880 volumes were acquired by gift and purchase. These together with periodicals and binding brought book fund expenditures to $2,863.48 for the month of October. Of notable interest are the following three titles: National Research Council's Handbook of Scientific and Technical Societies; Dartnell Corporation's Handbook of Industrial Relations; Emile Wale's Religious Art from the Twelfth to the Eighteenth Century.

Four staff members attended the West Virginia Library Convention in Morgantown. One member married, and one Miss Barbara Davis, Library assistant in the Extension Department, resigned to become a field worker in the West Virginia Library Commission.

Respectfully submitted,

Robert Nath, Jr.

CIRCULATION October 1949

	1949			1948		
EXTENSION DEPARTMENT						
Bookmobile						
Adult Books						
Non-fiction	737			641		
Fiction	2186	2923		2051	2691	
Juvenile Books						
Non-fiction	969			1010		
Fiction	4548	5517		3907	4917	
YA Collection						
Non-fiction	139			93		
Fiction	271	410		205	298	
Teachers' Coll. Adult						
Non-fiction	———			———		
Fiction	———	———		———	———	
Teachers' Coll. Juv.						
Non-fiction	———			4		
Fiction	1035	1035		1232	1236	
Teachers' Coll. YA						
Non-fiction	———			———		
Fiction	———	———		———		
Total Teachers' Coll.		1035			1236	
Total Bookmobile			9885			9142
Deposit Collection						
Adult						
Non-fiction	10			23		
Fiction	115	125		81	104	
YA Collection						
Non-fiction	3			———		
Fiction	3	6		———	———	
Juvenile						
Non-fiction	40			105		
Fiction	382	422		740	845	
Total Deposit Collection			553			949
Total Extension Department			10438			10091

CIRCULATION October 1949

	1949			1948		
MAIN LIBRARY						
Adult Department						
Non-fiction	3424			3057		
Fiction	3735			3261		
Pamphlets	69			61		
Periodicals	37			68		
Pictures	45			187		
Total		7310			6634	
YA Collection						
Non-fiction	200			250		
Fiction	558	758		667	917	
Total Adult Dept.			8068			7551
B. & G. Dept.						
Non-fiction	897			678		
Fiction	4836			4076		
Pamphlets	----			4		
Periodicals	52			18		
Total		5785			4776	
Teachers' Collection						
Non-fiction	230			15		
Fiction	2443	2673		2111	2126	
Total B. & G. Dept.			8458			6902
Total for Main Library			16526			14453
GARNET BRANCH						
Adult						
Non-fiction	212			857		
Fiction	265	504		552	1409	
Current Periodicals	27					
Juvenile						
Non-fiction	97			762		
Fiction	86	183		395	1157	
			687			2566
GRAND TOTAL FOR ALL DEPARTMENTS			27651			27110
SUMMARY						
Adult						
Non-fiction	4383			4578		
Fiction	6301			5944		
Other	178	10862		316	10838	
YA						
Non-fiction	342			343		
Fiction	832	1174		872	1215	
Juvenile						
Non-fiction	2233			2574		
Fiction	13330			12461		
Other	52	15615		22	15057	
GRAND TOTAL			27651			27110

REGISTRATION October 1949

	1949			1948		
MAIN LIBRARY						
Adult Department						
New borrowers	259			248		
Transients	1			5		
Re-registered	179	439		91	344	27.5%
B. & G. Department						
New borrowers	161			123		
Re-registered	14	175			123	42.3%
Bookmobile						
New borrowers	310			398		
Re-registered	24	334		26	424	29%
GARNET BRANCH						
New borrowers	26			23		
Re-registered		26			23	
GRAND TOTALS						
New borrowers	757			797		
Re-registered	217			117		
Total			974			914

REPORT OF THE LIBRARIAN

FOR

NOVEMBER 1949

The overall book circulation figures for this month are 12.2% above those for November last year. This breaks down into the following parts: an 11% increase for the Extension Department; 35.6% increase in the Boys and Girls Department; 1.4% for the Circulation Department. The total figure is 37,314 or 1,492 for everyday the library was open.

The substantial part of this gain is work with children. The Extension Department also shows much greater increases in children's work than adult work. The book collection of juveniles has not kept up with the increasing demands and an order of about $2000 worth has been completed for immediate purchase. These will be used on the bookmobile and in deposit collections.

November was a gala month for the Boys and Girls Department. The Library Club received a belated $15 prize from WGKV's Book Quiz program. Two puppets were purchased and four books for the adopted library in London. Book Week, November 12-19, was a period of strenuous activity based on careful preparation. Eight story hours; two visits to schools; eight school classes visited the Department; two puppet shows; Mrs. Bette Godfrey told a story with guitar accompainment; a poster contest. The newspapers gave us excellent reporting, with pictures, on these activities.

In the Circulation Department one of Life Magazine's travelling exhibits--Renaissance Venice--was displayed. Examples from the picture collection were worked into the show, bringing a number of inquiries about this collection.

[illegible]

The overall book circulation [illegible] for the [illegible] [illegible] above those for November last year. This breaks down into the following parts: an [illegible] increase for the Reference Department; [illegible] [illegible] [illegible] boys and girls books [illegible]; 1,414 for the [illegible] [illegible] [illegible]. [illegible] total figure is 27,334 or 1,494 for every day the Library was open.

The subscription part of book circulation [illegible] [illegible] [illegible]

The number of volumes treated by the Catalog Department declined 45% from a year ago. Original complete cataloging of new titles consumes most of the catalogers' time. Once this is done, additional copies can be quickly added. This decline is entirely in the number of added copies. New titles cataloged actually increased 9.5% to 401.

This decrease in number of copies is partially reflected in the need for the sizeable order of juveniles for the Extension Department. Most of these are multiple copies and will be reflected in the Catalog Department's future reports.

Expenditures from the book fund totaled $2,123.92. This is low--partly a result of the interval between the old and new librarians.

No comparable statistics exist for the Reference Department of a year ago. Questions requiring reference and search steadily climb in number, though part of the increases are undoubtedly seasonal. This department lacks sufficient clerical and shelving time.

A letter was distributed to all high school students attending the University Club's Career Consultation Service, inviting them to use our facilities to help them.

Miss Julia Sullivan, Head of the Circulation Department, resigned as of November 11, and Mr. Simmons was appointed Acting Head. The temporary services of Mrs. Helen Bartlett Miller, formerly on the staff, were secured to keep the staff up to its quota while proper attention could be given to the selection of a permanent head.

The building was inspected by the State Fire Prevention Association. Steps are being taken to comply with some of the suggestions.

The Librarian spoke to the Women of the Moose, and about 70 were

present.

Among the donors were Mrs. Stuart Armstrong, Mrs. W. E. Childton, and Dr. C. R. Adams.

Mr. Earl Elmore of the West Virginia Chamber of Commerce gave us a number of State Department publications helping to fill out several sets.

I wish to express my sincere thanks to the Board of Directors and the staff for their friendly welcome to me and my wife and their patience with a new librarian.

Respectfully submitted,

Robert North, Jr.

CIRCULATION November 1949

	1949			1948			
EXTENSION DEPARTMENT							
Bookmobile							
Adult Books							
Non-fiction	606			523			
Fiction	2010	2616		1990	2513		
Juvenile Books							
Non-fiction	1160			1095			
Fiction	4479	5639		4142	5237		
YA Collection							
Non-fiction	129			112			
Fiction	211	340		234	346		
Teachers' Coll. Adult							
Non-fiction				79			
Fiction					79		
Teachers' Coll. Juv.							
Non-fiction				45			
Fiction	2015	2015		1346	1391		
Teachers' Coll. YA							
Non-fiction							
Fiction							
Total Teachers' Coll.		2015			1470		
Total Bookmobile			10610			9566	10.9%
Deposit Collection							
Adult							
Non-fiction	11			12			
Fiction	112	123		110	122		
YA Collection							
Non-fiction	1						
Fiction		1					
Juvenile							
Non-fiction	120			17			
Fiction	260	380		289	306		
Total Deposit Collection			504			428	17.7%
Total Extension Department			11114			9994	11.2%

CIRCULATION November 1949

	1949			1948			
MAIN LIBRARY							
Adult Department							
Non-fiction	3363			3206			
Fiction	3447			3405			
Pamphlets	105			48			
Periodicals	30			55			
Pictures	207			33			
Total		7152			6747		
YA Collection							
Non-fiction	187			258			
Fiction	587	774		812	1070		
Total Adult Dept.			7926			7817	1.4%
B. & G. Dept.							
Non-fiction	1032			702			
Fiction	5854			5160			
Pamphlets	1			—			
Periodicals	45			36			
Total		6932			5898		
Teachers' Collection							
Non-fiction	885			1318			
Fiction	9691	10576		5685	7003		
Total B. & G. Dept.			17508			12901	35.6%
Total for Main Library			25434			20718	22.7%
GARNET BRANCH							
Adult							
Non-fiction	169			807			
Fiction	242	449		554	1361		
Current Periodicals	38						
Juvenile							
Non-fiction	107			703			
Fiction	210	317		386	1089		
					2450		-68.6
GRAND TOTAL FOR ALL DEPARTMENTS			37314			33162	12.2
SUMMARY							
Adult							
Non-fiction	4149			4627			
Fiction	5811			6059			
Other	380	10340		136	10822		
YA							
Non-fiction	317			370			
Fiction	798	1115		1046	1416		
Juvenile							
Non-fiction	3304			3880			
Fiction	22509			17008			
Other	46	25859		36	20924		
GRAND TOTAL			37314			33162	12.2

REGISTRATION November 1949

	1949			1948			
MAIN LIBRARY							
Adult Department							
New borrowers	222			260			
Transients	3			3			
Re-registered	152	377		55	318		
B. & G. Department							
New borrowers	202			205			
Re-registered	28	230		21	226		
Bookmobile							
New borrowers	233			144			
Re-registered	34	267		20	164		62.8%
GARNET BRANCH							
New borrowers	57			12			
Re-registered	40	87			12		
GRAND TOTALS							
New borrowers	717			624			
Re-registered	254			96			
Total			971			720	34.8%

REPORT OF THE LIBRARIAN

FOR

DECEMBER 1949

Circulation of books for home use in December numbered 37,184, an increase of 20.5% over the previous December. This rather large increase is due to the reporting at one time of deposit collection use for 3 fall months. These collections are now so numerous that their mid-year exchange is scheduled over a longer period and began this year in December. An adjustment of these figures to compare with last year would indicate an actual increase this December over last of about 10%.

Bookmobile circulation was only 2.6% over last year, at 10,407. Main library increase was 13% at 19,623. As usual the ratio of increases is greater in the juvenile work than in the adult work.

The number of registered borrowers was off nearly 5%, yet the total number of cards now in effect is the second highest for any month on record (24,407).

The Boys and Girls Department in December was filled with Christmas spirit. Members of the Library Club gave several performances in schools of "Miss Flora McFlimsey's Christmas Eve," one of the most charming of modern Christmas stories. Puppeteers also gave the Nutcracker Suite. Two school classes visted the department.

The Extension Department began its exchange of deposit collections earlier than in previous years, as mentioned above.

In Circulation Department three exhibits were prepared, one of them for use at the Charleston Film Club. The picture collection, mentioned in previous reports, jumped substantially in use and shows real promise as a library service.

A good Reference Department with a competent staff can be a real economic asset in a community. Its specialized service usually fluctuates less than general reading, yet the number of requests for information jumped 36% over the previous year. Attention is being foucused on the acquisition of various types of material necessary to support the work: government publications from all levels of government, the out put of trade associations, foreign embassies, organizations of various kinds, and the like. Development of the Reference Department is aimed particularly toward helping the business community.

The Catalog Department processed 1305 books, nearly 50% less than last year, due to belated vacations and substitute time on the bookmobile. Plans are being made to begin work on the Ritz collection.

$2,735.37 was spent for books. Notable purchases were: U. S. War Department's Bibliography of State Participation in the Civil War, some material on American literature, books relating to business, and a large group of children's books. New fiction titles were few as not much is published at this time of year.

Gifts were received from the following: Mr. Edward Tabler, Mr. Paul Grosscup, and Mrs. H. N. Diederichs.

Miss Anna Taylor gave the library a table which will be used in the staff room.

Respectfully submitted,

Robert North Jr.

CIRCULATION DECEMBER 1949

	1949			1948			
EXTENSION DEPARTMENT							
Bookmobile							
Adult Books							
Non-fiction	481			497			
Fiction	1941	2422		1774	2271		
Juvenile Books							
Non-fiction	1034			1091			
Fiction	4571	5605		4145	5236		
YA Collection							
Non-fiction	95			171			
Fiction	253	348		625	796		
Teachers' Coll. Adult							
Non-fiction	———			———			
Fiction	———	———		———	———		
Teachers' Coll. Juv.							
Non-fiction	———			89			
Fiction	2032	———		1743	1832		
Teachers' Coll. YA							
Non-fiction	———			———			
Fiction	———	———		———			
Total Teachers' Coll.		2032			1832		
Total Bookmobile			10407			10135	2.6%
Deposit Collection							
Adult							
Non-fiction	28			14			
Fiction	185	213		96	110		
YA Collection							
Non-fiction	30			———			
Fiction	101	131		———	———		
Juvenile							
Non-fiction	473			66			
Fiction	5577	6050		785	851		
Total Deposit Collection			6394			961	+ 564.3 %
Total Extension Department			16801			11096	+ 51.4%

CIRCULATION DECEMBER 1949

	1949			1948			
MAIN LIBRARY							
Adult Department							
Non-fiction	3277			2743			
Fiction	2792			2476			
Pamphlets	93			43			
Periodicals	26			60			
Pictures	167			23			
Total		6355			5345		
YA Collection							
Non-fiction	149			163			
Fiction	468	617		544	707		
Total Adult Dept.			6972			6052	+ 15.2%
B. & G. Dept.							
Non-fiction	593			469			
Fiction	3709			3581			
Pamphlets	1						
Periodicals	17			9			
Total		4320			4059		
Teachers' Collection							
Non-fiction	520			740			
Fiction	7811	8331		6509	7249		
Total B. & G. Dept.			12651			11308	+ 11.8%
Total for Main Library			19623			17360	+ 13
GARNET BRANCH							
Adult							
Non-fiction	164			770			
Fiction	215	420		558	1328		
Current Periodicals	41						
Juvenile							
Non-fiction	133			675			
Fiction	207	340		391	1066		-27.7%
Total			760			2394	+
GRAND TOTAL FOR ALL DEPARTMENTS			37184			30850	20.5%
SUMMARY							
Adult							
Non-fiction	3950			4024			
Fiction	5133			4904			
Other	327	9410		126	9054		
YA							
Non-fiction	274			334			
Fiction	822	1096		1169	1503		
Juvenile							
Non-fiction	2753			2846			
Fiction	23907			17438			
Other	18	26678		9	20293		+
GRAND TOTAL			37184			30850	20.5%

REGISTRATION DECEMBER 1949

	1949			1948			
MAIN LIBRARY							
Adult Department							
New borrowers	185			248			
Transients	3			4			
Re-registered	102	290		52	304		
B. & G. Department							
New borrowers	74			67			
Re-registered	2	76		9	76		
Bookmobile							
New borrowers	95			143			
Re-registered	19	114		16	159		
GARNET BRANCH							
New borrowers	22			9			
Re-registered	21	43					
					9		
GRAND TOTALS							
New borrowers	379			471			
Re-registered	144			77			
Total			523			548	-4.7%

REPORT OF THE LIBRARIAN

FOR

JANUARY 1950

January 1950 produced a book circulation of 35,369, an 11% increase over January 1949. At the main library adult book use went up 1.7%, juvenile up 18.1%. In the Extension Department, increased bookmobile use was only 1.6%, while adjusted figures for the deposit collections show 21.7%. The latter gain derives from a larger number of deposit collections in use and more books per collection.

Jan '49 - 157 col 20 bot.
Jan '50 - 181 29
'50 - 61 28

The registered borrowers increased substantially over last year and we now have 24,750, an all time high.

The Boys and Girls Department is preparing a dramatization of Helen Bannerman's "Story of Little Black Sambo," in celebration of this classic's 50th anniversary.

The Catalog Department processed 2,029, 25% over last January. Part of this is work that would normally have been done in December.

Books, pamphlets,periodicals and binding cost $2,551.37 this month.

The Reference Department, with the assistance of extra pages, completed a big job of moving its less used books to the second floor where other reference materials, scattered in various places, were brought together in one room. Space is provided for further removals as needed. Plans are being made now to have a similar overflow stock for less used material from the circulating books. Records of what is in these overflow groups are very simple.

The chief accomplishment of the last two months has been a reorganization of the procedures for book selection and ordering. The staff took an important part in developing, the change and the results are gratifying. The

librarians, especially the department heads, now have the chief responsibility for selecting materials. Already they have been stimulated by this new duty and in the long run it is expected they will know books better, know our own collection better, and give better service to readers.

The danger spots in the building's electric wiring system have been repaired.

The Librarian attended the Midwinter Meeting of the American Library Association in Chicago on January 26-29.

The gift of the Prichard family, already accepted, has been entirely unpacked and turns out to be a very interesting collection of history and genealogy of the Virginias. Other gifts were received from Child Study League of Kanawha County, Mrs. D. N. MacInnis, Mr. Del Halfhill, Mr. James Montgomery and Mrs. James S. Conley.

Respectfully submitted,

Robert Nath. Jr.

CIRCULATION January 1950

	1950			1949			
EXTENSION DEPARTMENT							
Bookmobile							
Adult Books							
Non-fiction	550			556			
Fiction	2008	2558		1798	2364		8.2%
Juvenile Books							
Non-fiction	1081			1138			
Fiction	4685	5766		4486	5624		2.5%
YA Collection							
Non-fiction	99			95			
Fiction	259	358		215	310		
Teachers' Coll. Adult							
Non-fiction	———			———			
Fiction	———	———		———	———		
Teachers' Coll. Juv.							
Non-fiction	33			30			
Fiction	1384	1417		1602	1632		
Teachers' Coll. YA							
Non-fiction	———			———			
Fiction	———	———		———			
Total Teachers' Coll.		1417			1632		
Total Bookmobile			10099			9930	1.6%
Deposit Collection							
Adult							
Non-fiction	9			19			
Fiction	86	95		128	147		
YA Collection							
Non-fiction	4			3			
Fiction	6	10		16	19		
Juvenile							
Non-fiction	1025			117			
Fiction	15313	16338		1310	1427		
* Total Deposit Collection			16443*			1593	
Total Extension Department			26542			11523	111.24%

* Dep. Col. circ of 3 mos. reported here. Hence use

** 2223 is 1/4 of total dep. col. circ

CIRCULATION January 1950

	1950			1949			
MAIN LIBRARY							
Adult Department							
Non-fiction	3853			3613			
Fiction	3810			3882			
Pamphlets	156			82			
Periodicals	27			47			
Pictures	239			155			
Total		8085			7779		
YA Collection							
Non-fiction	168			206			
Fiction	580	748		717	923		
Total Adult Dept.			8833			8702	1.7%
B. & G. Dept.							
Non-fiction	5671			4675			
Fiction	907						
Pamphlets	10						
Periodicals	9			23			
Total		6597			5598		
Teachers' Collection							
Non-fiction				452			
Fiction	3476	3476		2502	2954		
Total B. & G. Dept.			10073			8522	18.1%
Total for Main Library			18906			17224	9.8%
GARNET BRANCH							
Adult							
Non-fiction	271			855			
Fiction	247	518		645	1500		
Juvenile							
Non-fiction	138			721			
Fiction	228	366	884	433	1154	2654	-66.69%
GRAND TOTAL FOR ALL DEPARTMENTS			46382			31560	48.83%
SUMMARY							
Adult							
Non-fiction	4683			5182			
Fiction	6151			6453			
Other	422	11256		284	11919		5.9%
YA							
Non-fiction	271			304			
Fiction	845	1116		948	1252		
Juvenile							
Non-fiction	7948			3358			
Fiction	25993	22917		15008			85.21%
Other	19	33960		23	18389		
GRAND TOTAL			46382			31560	46.83%

REGISTRATION January 1950

	1950			1949			
MAIN LIBRARY							
Adult Department							
New borrowers	273			293			
Transients	5			3			
Re-registered	190	468		105	401		
B. & G. Department							
New borrowers	134			113			
Re-registered	20	154		8	121		
Bookmobile							
New borrowers	130			95			
Re-registered	39	169		30	125		
GARNET BRANCH							
New borrowers	37			17			
Re-registered	41	78			17		
GRAND TOTALS							
New borrowers	579			521			
Re-registered	290			143			
Total			869			664	30.87%

REPORT OF THE LIBRARIAN

FOR

FEBRUARY 1950

February 1950 produced a circulation of 41,468, an 8% increase of the previous February. At the main library adult book use went up 3.8%, juvenile 5.2%. In the Extension Department, deposit collection use jumped 39.6%, while bookmobile use decreased by 4.2%. This decrease results from incomplete runs on three days, once for road conditions and twice for repairs.

The number of registered borrowers again reached a new high, 24,831.

The Circulation Department lent a collection of reproduction of modern art and art books for exhibition at the Charleston Film Club. Four other exhibits and special collections were on display at the library. To improve the rather bad physical conditions of some of the older and more heavily used books--chiefly fiction and handy books of various kinds--the department has embarked on a perennuial project discard and replacement, repair and binding. Other departments are doing the same.

Visits of classes and other groups of children to the Boys and Girls Department were numerous. The staff visited six classes at school and spoke at one PTA meeting.

The Catalog Department processed 1325 books 39% over a year ago. The books in the Prichard gift have been listed and checked against the library's holdings.

The cost of books, periodicals and binding came to $2,928.96. Four books were purchased with Bradford funds.

Garnet Branch opened its new browsing nook on February 12 with a reception which several of our staff attended and at which the librarian spoke.

Gifts continue to come to the library and 75 volumes of useful material were added this month.

Respectfully submitted,

CIRCULATION February 1950

	1950			1949			
EXTENSION DEPARTMENT							
Bookmobile							
Adult Books							
Non-fiction	622			643			
Fiction	1988	2610		2012	2655		
Juvenile Books							
Non-fiction	1154			1303			
Fiction	5305	6459		4605	5908		
YA Collection							
Non-fiction	118			113			
Fiction	281	399		244	357		
Teachers' Coll. Adult							
Non-fiction	———			———			
Fiction	———	———		———	———		
Teachers' Coll. Juv.							
Non-fiction	———			473			
Fiction	2487	2487		3094	3567		
Teachers' Coll. YA							
Non-fiction	———			———			
Fiction	———	———		———			
Total Teachers' Coll.		2487			3567		
Total Bookmobile			11955			12487	-4.2%
Deposit Collection							
Adult							
Non-fiction	42			14			
Fiction	141	183		142	156		
YA Collection							
Non-fiction	21			2			
Fiction	47	68		29	31		
Juvenile							
Non-fiction	1478			137			
Fiction	10096	11574		3002	3139		
* Total Deposit Collection			11825			3326	
Total Extension Department			23780			15813	+ 50.3%

* This circ. is an accu[illegible] Jan. He[illegible]

CIRCULATION February 1950

	1950			1949			
MAIN LIBRARY							
Adult Department							
Non-fiction	3889			3859			
Fiction	3896			3804			
Pamphlets	87			77			
Periodicals	42			66			
Pictures	365			117			
Total		8279			7923		
YA Collection							
Non-fiction	215			236			
Fiction	596	811		601	837		
Total Adult Dept.			9090			8760	+3.8%
B. & G. Dept.							
Non-fiction	1042			826			
Fiction	5761			5882			
Pamphlets	12			17			
Periodicals	10			—			
Total		6825			6725		
Teachers' Collection							
Non-fiction	825			375			
Fiction	4973	5798		4888	5263		
Total B. & G. Dept.			12623			11988	+5.2%
Total for Main Library			21713			20748	+4.6%
GARNET BRANCH							
Adult							
Non-fiction	189			811			
Fiction	243	461		485	1296		
Periodicals	29						
Juvenile							
Non-fiction	95			637			
Fiction	203	298	759	366	1003	2299	-65.7%
GRAND TOTAL FOR ALL DEPARTMENTS			46252			38860	+19.02%
			41468			32357	+28.1%
SUMMARY							
Adult							
Non-fiction	4742			5001			
Fiction	6268			6769			
Other	523	11533		260	12030		
YA							
Non-fiction	354			351			
Fiction	924	1278		874	1225		
Juvenile							
Non-fiction	9594			3480			
Fiction	28825			22108			
Other	22	33441		17	25605		
GRAND TOTAL			46252			38860	+19.02%

REGISTRATION February 1950

	1950			1949			
MAIN LIBRARY							
Adult Department							
New borrowers	229			282			
Transients	2						
Re-registered	184	415		131	413		+ 0.5%
B. & G. Department							
New borrowers	128			150			
Re-registered	15	143		16	166		-16%
Bookmobile							
New borrowers	124			128			
Re-registered	21	145		16	144		+ 0.6%
GARNET BRANCH							
New borrowers	24			25			
Re-registered	26	50			25		+ 100%
GRAND TOTALS							
New borrowers	507			585			
Re-registered	246			163			
Total			753			748	-0.6%

REPORT OF THE LIBRARIAN

FOR

MARCH 1950

The circulation of materials from the entire library during March 1950 numbered 50,430. This is a 15.24% increase over the previous March. The following break down by department shows the percentage changes from the year before:

Circulation Department	3.56% increase
Boys and Girls Department	31.93% increase
Extension Department	18.50% increase
Bookmobile	4.34% decrease
Deposit Collection	216.—% increase

This last figure appears to be questionable but it is correct. 5,654 is the deposit circulation for March. A year ago the number was only 1,789. Again that figure too is nearly 200% over March 1948 when the circulation was 620.

At present there are 252 collections out in use--far more than ever before. When they return in May and June, and are counted, the previous wide gains will continue.

These deposit collections have tapped an area of insatiable demand--the school children outside Charleston. The book stock for this service is being enlarged and improved. The staff, however, at its present size will not be able to handle much more of this work. New requests for deposit collections are already having to wait their turn. The work proceedures are being examined for improvements and the schedules for delivery and exchange altered with a view to increasing efficiency. I am certain we have only begun to scratch the surface of the demand.

This demand for children's reading is paralelled in the Boys and Girls Department, where, although the pattern of service has been longer established, the gains of recent months are large.

Children's Museum opened its doors March 4 and has been doing a land office business. It is housed next to the Boys and Girls Department. The two are discovering mutual benefits.

Exhibits of library material were held at the Charleston Film Club, the Kanawha Valley Antiques Show, and juvenile science books at St. Francis School in St. Albans.

17 puppets shows were given in the library. One school class visited the Boys and Girls Department. Miss Brown talked at one PTA meeting.

1,222 books were cataloged. 1,722 were accessioned. Approximately $7,700 of book orders were placed. Four books were added to the Bradford collection.

The recent plans for the extra books, shelving, and binding decided upon at the last meeting are being carried out.

Gifts of 156 books came to the library.

The Olde Towne Players plan to give the library about $10 after each play performed to buy plays and theatre material. The first check has been received.

Respectfully submitted,

Robert Nattle, Jr.

CIRCULATION March 1950

	1950			1949			
EXTENSION DEPARTMENT							
Bookmobile							
Adult Books							
Non-fiction	775			751			
Fiction	2202	2977		2516	3267		
Juvenile Books							
Non-fiction	1506			1642			
Fiction	6434	7940		5657	7299		
YA Collection							
Non-fiction	163			142			
Fiction	338	501		294	436		
Teachers' Coll. Adult							
Non-fiction							
Fiction							
Teachers' Coll. Juv.							
Non-fiction	242			159			
Fiction	3139	3381		4309	4468		
Teachers' Coll. YA							
Non-fiction				1			
Fiction				1	2		
Total Teachers' Coll.		3381			4470		
Total Bookmobile			14799			15472	- 4.34%
Deposit Collection							
Adult							
Non-fiction	12			27			
Fiction	92	104		206	233		
YA Collection							
Non-fiction	8			32			
Fiction	17	25		39	71		
Juvenile							
Non-fiction	41			307			
Fiction	1908	1949		8205	8512		
Total Deposit Collection			2078			8816	
(1/12 of 1 year's circ. ending 3/50 and 3/49)			(5654)			(1789)	- 21.1%
Total Extension Department			16877			24288	- 30.50%
(Revised Total)			(20453)			(17261)	+ 18.5%

CIRCULATION March 1950

	19 50			19 49			
MAIN LIBRARY							
Adult Department							
Non-fiction	4176			4145			
Fiction	3935			3800			
Pamphlets	116			149			
Periodicals	24			66			
Pictures	316			21			
Total		8567			8181	+ 4.71%	
YA Collection							
Non-fiction	227			213			
Fiction	591	818		668	881		
Total Adult Dept.			9385			9062	+ 3.56%
B. & G. Dept.							
Non-fiction	1081			981			
Fiction	6179			5406			
Pamphlets				1			
Periodicals	5			44			
Total		7265			6432		+ 12.95%
Teachers' Collection							
Non-fiction	774			776			
Fiction	11626	12400		7698	8474		
Total B. & G. Dept.			19665			14906	
Total for Main Library			29050			23968	+ 21.20%
GARNET BRANCH							
Adult							
Non-fiction	237			924			
Fiction	283	560		580	1504		
Current Periodicals	40						
Juvenile							
Non-fiction	137			681			
Fiction	230	367	927	348	1029	2533	
GRAND TOTAL FOR ALL DEPARTMENTS			46854			50789	- 7.74%
(Reflecting Dep. Cal. revision)			(50,410)			(49,[illegible])	+ [illegible]
SUMMARY							
Adult							
Non-fiction	5200			5847			
Fiction	6512			7102			
Other	496	12208		236	13185		
YA							
Non-fiction	398			388			
Fiction	946	1344		1002	1390		
Juvenile							
Non-fiction	3781			4546			
Fiction	29516			31623			
Other	5	33302		45	36214		
GRAND TOTAL			46854			50789	- 7.74%

REGISTRATION March 1950

	1950			1949		
MAIN LIBRARY						
Adult Department						
New borrowers	228			269		
Transients	2					
Re-registered	136	366		111	380	-3.68%
B. & G. Department						
New borrowers	135			167		
Re-registered	18	153		4	171	- 10.52%
Bookmobile						
New borrowers	106			137		
Re-registered	28	134		29	166	- 13.25%
GARNET BRANCH						
New borrowers	25			20		
Re-registered	19	44			20	+ 120%
GRAND TOTALS						
New borrowers	496			593		
Re-registered	201			144		
Total			697			737 - 5.42%

REPORT OF THE LIBRARIAN

FOR

APRIL 1950

Circulation of materials during April amounted to 43,470, a 12% increase over the previous year. This gain is due entirely to the children's book use in the Boys and Girls Department and in the deposit collections, as decreases are shown in the adult work both in the main library and on the bookmobile.

Since the demand for deposit collections has grown so greatly during the past year as described in last month's report the Extension Department has been enlarging its book stock correspondingly. Collections for next fall are already being prepared. By starting this far in advance, we hope to handle still more collections and to schedule their exchanges more evenly during the months from December through March.

The picture collection is beginning to be of real service. It is used increasingly, by teachers, art students, commercial artists, and others.

Exhibited during April were paintings by Mr. Arthur V. Haynes, books and pamphlets on Latin America, and step by step the publication of the Christian Science Monitor.

While the registration of new borrowers declined somewhat, the number of expiring cards was smaller yet, leaving us again at a new high of 24,890. To this figure should be added about 6,000 school children, not registered, who read our deposit collection books. This figure is based on the number of class rooms reached with perhaps half of the children using the books.

(256 deposit collections out now times 1.8 rooms served by each = 406.8 rooms. 35 students in average room = 16,128 pupils reached. 50% of them readers (?) makes 8,064 estimated unregistered borrowers. Let's be conservative at 6,000).

The Catalog Department processed 2,248 books, 970 of them new titles. $6,159.63 was expended for book materials and binding. A new category of books has been established namesly "reserved" books. Hitherto everything that did not circulate was made "reference." With the development in the Reference Department of a functional collection geared to a specialized service it became necessary to keep out materials not in line with its objective. The books which should not circulate, but which are not functional reference books are "reserved." They will include as the group grows, books pf particular value, some out-of-print, first editions, important examples of printing and binding and books which cannot practicably be subjected to the rough usage of circulation, but which should be preserved. While removed from circulation and open shelves, reserved books will always be available for use in the library upon request.

Miss Brown spoke to one PTA group. The librarian spoke to one PTA group and to the Lions Club.

Respectfully submitted,

Robert North, Jr.

CIRCULATION April 1950

	19 50			19 49		
EXTENSION DEPARTMENT						
Bookmobile						
Adult Books						
Non-fiction	712			623		
Fiction	1612	2324		1805	2423	
Juvenile Books						
Non-fiction	1187			1206		
Fiction	5432	6619		5011	6217	
YA Collection						
Non-fiction	119			109		
Fiction	321	440		264	373	
Teachers' Coll. Adult						
Non-fiction						
Fiction						
Teachers' Coll. Juv.						
Non-fiction				37		
Fiction	2261	2261		3829	3866	
Teachers' Coll. YA						
Non-fiction						
Fiction						
Total Teachers' Coll.		2261			3866	
Total Bookmobile			11644			12884
Deposit Collection						
Adult						
Non-fiction	8			30		
Fiction	71	79		205	235	
YA Collection						
Non-fiction	5			30		
Fiction	2	7		59	89	
Juvenile						
Non-fiction	144			256		
Fiction	542	686		1341	1597	
Total Deposit Collection			772			1921
Total Extension Department			12416			14805

CIRCULATION April 1950

	1950			1949		
MAIN LIBRARY						
Adult Department						
Non-fiction	3735			4201		
Fiction	3237			3521		
Pamphlets	118			150		
Periodicals	17			66		
Pictures	346			227		
Total		7453			7965	
YA Collection						
Non-fiction	185			169		
Fiction	567	752		611	780	
Total Adult Dept.			8205			8745
B. & G. Dept.						
Non-fiction	1014			1028		
Fiction	5753			5004		
Pamphlets	2			2		
Periodicals	21			23		
Total		6790			6057	
Teachers' Collection						
Non-fiction	350			813		
Fiction	10124	10474		5880	6693	
Total B. & G. Dept.			17264			12750
Total for Main Library			25469			21495
GARNET BRANCH						
Adult						
Non-fiction	180			844		
Fiction	211			542		
Periodicals	17	408			1386	
Juvenile						
Non-fiction	168			682		
Fiction	222			399		
Periodicals		390	798		1081	2467
GRAND TOTAL FOR ALL DEPARTMENTS			38683			38767
SUMMARY						
Adult						
Non-fiction	4635			5698		
Fiction	5131			5873		
Other	498	10264		443	12014	
YA						
Non-fiction	309			308		
Fiction	890	1199		934	1242	
Juvenile						
Non-fiction	2863			4022		
Fiction	24334			21464		
Other	23	27220		25	25511	
GRAND TOTAL			38683			38767

REGISTRATION April 1950

	1950		1949	
MAIN LIBRARY				
Adult Department				
New borrowers	238		244	
Transients	4		1	
Re-registered	133	375	166	411
Boys and Girls Dept.				
New borrowers	135		139	
Re-registered	14	149	11	150
Bookmobile				
New borrowers	92		114	
Re-registered	20	112	28	142
Garnet Branch				
New borrowers	13		14	
Re-registered	10	23		14
GRAND TOTAL				
New borrowers	482		512	
Re-registered	177		205	
Total		659		717

REPORT OF THE LIBRARIAN

FOR

MAY 1950

For many months substantial increases in book borrowing have been recorded. I repeat that this past year's circulation rose from 389,000 to 443,000. May, however, brought a slump of 14% from a year ago. This slump was entirely in the use of children books both by children and teachers, a seasonal decline that seems to have struck the library earlier this year than last. Adult use actually shows moderate increases.

A library is not only books. This month people asked for pictures of the following subjects, among others: a pan of frying eggs, a steaming teakettle, ripples from a pebble cast into water, a submerging submarine, a lobster, in color, to be used for textile design. They were all supplied.

Boys and Girls Department was visited by 8 classes from schools. Two were visited in school. The vacation reading club already has signed up 428 youngsters. Puppet shows and story hours seem to occur every few minutes.

Circulation Department, in order to loosen up the shelves, is beginning to remove extra copies and less used books to the second floor where the newly established reserved books are also housed.

The rapid growth of the Extension Department's collection has caused it to flow into a third room on this floor. The new shelving was completed just in time for the returning deposit collections. The summer bookmobile schedule includes 41 stops and enough copies were printed to accompany the annual reports which will be mailed shortly.

The Catalog Department processed 1,706 books. Book purchases for the month amounted to $3,350.17, orders placed only $612.

The budget for 1949/50 shows a balance of $5,889.14 as of June 1. June salaries and other commitments which the Chief Clerk will receive for payment till June 10th amount to $5,842.03, leaving a balance of $47.11.

Respectfully submitted,

CIRCULATION May 1950

	1950			1949			
EXTENSION DEPARTMENT							
Bookmobile							
Adult Books							
Non-fiction	519			401			
Fiction	1715	2234		1582	1983		
Juvenile Books							
Non-fiction	1032			871			
Fiction	4411	5443		3821	4692		
YA Collection							
Non-fiction	119			96			
Fiction	363	482		203	299		
Teachers' Coll. Adult							
Non-fiction							
Fiction							
Teachers' Coll. Juv.							
Non-fiction	202			20			
Fiction	1321	1523		3798	3818		
Teachers' Coll. YA							
Non-fiction							
Fiction							
Total Teachers' Coll.		1523			3818		
Total Bookmobile			9682			10792	- 10.28%
Deposit Collection							
Adult							
Non-fiction	6			50			
Fiction	70	76		181	231		
YA Collection							
Non-fiction	43			16			
Fiction	103	146		42	58		
Juvenile							
Non-fiction	1984			1404			
Fiction	15445	17429		17039	18443		
Total Deposit Collection			17651			18732	- 7.42%
(1/12 of 1 yrs. circ. ending 5/49 and 5/50)			(5468)			(3251) + (68%)	
Total Extension Department			27333			29524	
Revised Total			(15150)			(14043) + (7/8%)	

CIRCULATION May 1950

	19 50			19 49			
MAIN LIBRARY							
Adult Department							
Non-fiction	3092			3097			
Fiction	3010			2673			
Pamphlets	77			131			
Periodicals	25			40			
Pictures	74			26			
Total		6278			5967		
YA Collection							
Non-fiction	158			125			
Fiction	605	763		506	631		
Total Adult Dept.			7041			6598	+ 6.71%
B. & G. Dept.							
Non-fiction	1104			820			
Fiction	5604			4563			
Pamphlets							
Periodicals	1			30			
Total		6709			5413		
Teachers' Collection							
Non-fiction	11876			2336			
Fiction	1468	13344		18055	20391		
Total B. & G. Dept.			20053			25804	- 22.20
Total for Main Library			27094			32402	- 16.07
GARNET BRANCH							
Adult							
Non-fiction	225			649			
Fiction	156			647			
Periodicals	30	411			1296		
Juvenile							
Non-fiction	101			487			
Fiction	190			404			
Periodicals	7	298	709		891	2187	
GRAND TOTAL FOR ALL DEPARTMENTS			55136			64119	- 14.%
			(42953)			(48632)	- (11%)
SUMMARY							
Adult							
Non-fiction	3842			4197			
Fiction	4951			5089			
Other	206	8999		197	9483		
YA							
Non-fiction	320			237			
Fiction	1071	1391		751	988		
Juvenile							
Non-fiction	5891 ~~16899~~			5938			
Fiction	38,847 ~~28439~~			47680			
Other	8	44746		30	53648		
GRAND TOTAL			55136			64119	- 14.%

REGISTRATION May 1950

	1950			1949		
MAIN LIBRARY						
Adult Department						
New borrowers	163			196		
Transients	4			2		
Re-registered	98	265		125	323	
B. & G. Department						
New borrowers	164			135		
Re-registered	17	181		14	149	
Bookmobile						
New borrowers	117			83		
Re-registered	29	146		10	93	
GARNET BRANCH						
New borrowers	37			16		
Re-registered	29	66			16	
GRAND TOTALS						
New borrowers	485			432		
Re-registered	173			149		
Total			658			581

+ 13.0

REPORT OF THE LIBRARIAN

FOR

JUNE 1950

Five hundred copies of the Annual Report for 1949/50 were printed. A carefully selected mailing list was made up and 426 copies mailed out. The list included local government officials, high school and junior high school principals, managers or officers of many business and manufacturing concerns, of organizations--especially those engaged in social or public service of some kind, directors and officers of local chambers of commerce and the like. Almost entirely they were sent to home addresses. A few libraries, the library schools, the West Virginia library commission members also received copies.

During the month all staff members were interviewed to verify and correct the personnel records. An exact recording of previous experience was particularly sought in order to correct salary increments for experience. Some changes were consequently made in the budget for 1950/51 as reported in the letter accompanying the minutes of the last meeting.

Some staff changes were made. Miss Jane Brugger was promoted to be head of the Catalog Department effective August first. Her previous position will be filled August first by a new librarian assistant, Mrs. Mary Hays. After very careful consideration I finally decided to promote Mrs. Mary Meyer to be head of the Circulation Department, effective July 1. The necessary substitutes have been employed in the public departments for the vacation period.

June's circulation of 37,567 shows the substantial increase of 37% over the previous June. The main library is up 32%, the bookmobile 25%, the deposit collections 125%. 867 borrowers were registered, an increase of 8%.

The bookmobile increase is attributed to a larger number of stops than on last summer's list and a more intensive distribution of the printed schedules. Special collections were arranged for a Girl Scout day camp at Nitro and the Recreational Playground at Ordnance Part, St. Albans.

The Reference service continues to grow and this month's requests were markedly above a year ago--68% in fact. A random sampling from June's requests are the following: General Motors Corporation current pay plan, addresses of firms all over the country, Translation of French terms connected with the tobacco industry, statistics on production and consumption of cigarettes, specifications for building a concrete doorway for a garage apartment, house plans suitable for sloping lots, etc.

Miss Brown, of the Boys and Girls department, spent two days teaching at West Virginia University's work shop for school librarians, where she lectured on new children's books, the art of story telling, creative activities of a children's department, and told 5 stories.

The Librarian spent all day Saturday, the 24th, at the American Legion's Anti-Subversive Conference in the Capitol.

Respectfully submitted,

Robert Nath. Jr.

CIRCULATION June, 1950

	1950			1949			
EXTENSION DEPARTMENT							
Bookmobile							
Adult Books							
Non-fiction	523			428			
Fiction	1995	2518		1731	2159		
Juvenile Books							
Non-fiction	776			556			
Fiction	4543	5319		3567	4123		
YA Collection							
Non-fiction	115			88			
Fiction	359	474		208	296		
Teachers' Coll. Adult							
Non-fiction	———			———			
Fiction	———	———		———	———		
Teachers' Coll. Juv.							
Non-fiction	———			———			
Fiction	———	———		70	70		
Teachers' Coll. YA							
Non-fiction	———			———			
Fiction	———	———		———			
Total Teachers' Coll.		———			70		
Total Bookmobile			8311			6648	+25.xx
Deposit Collection							
Adult							
Non-fiction	30			19			
Fiction	263	293		219	238		
YA Collection							
Non-fiction	145			53			
Fiction	660	805		64	117		
Juvenile							
Non-fiction	2551			754			
Fiction	31345	33896		6758	7512		
Total Deposit Collection (1/2 of 1 years circ. ending 6/50 and 6/49)			34,994 (7729)			7867 (3854)	~~+125%~~ +(125%)
Total Extension Department (Revised total)			43,305 (15440)			14515 (10502)	+ 192% +(61.63

	1950			1949			
MAIN LIBRARY							
Adult Department							
Non-fiction	3187			3079			
Fiction	3442			3463			
Pamphlets	53			65			
Periodicals	12			43			
Pictures	226			74			
Total		6920			6724		
YA Collection							
Non-fiction	186			161			
Fiction	851	1037		640	801		
Total Adult Dept.			7957			7569	+ 5.11
B. & G. Dept.							
Non-fiction	1039			673			
Fiction	6089			4919			
Pamphlets				2			
Periodicals	7			36			
Total		7135			5630		
Teachers' Collection							
Non-fiction	1035			1960			
Fiction	3895	4930		42	2002		
Total B. & G. Dept.			12065			7632	+ 58.0
Total for Main Library			20022			15201	+ 31.6
GARNET BRANCH							
Adult							
Non-fiction	148			501			
Fiction	164			441			
Periodicals	9	321			942		
Juvenile							
Non-fiction	91			371			
Fiction	167			308			
Periodicals		258	579		679	1621	
GRAND TOTAL FOR ALL DEPARTMENTS			63906			23537	+171.4
(Reflecting Dep. Col. Revision)			(36632)			(27342)	+(37.36
SUMMARY							
Adult							
Non-fiction	3888			4123			
Fiction	5864			5811			
Other	300	10052		91	10025		
YA							
Non-fiction	446			309			
Fiction	1870	2316		902	1211		
Juvenile							
Non-fiction	5492			3639			
Fiction	46039			8624			
Other	7	51538		38	12301		
GRAND TOTAL			63906			23537	+ 171.4

REGISTRATION June 1950

	19 50			19 49			
MAIN LIBRARY							
Adult Department							
New borrowers	232			219			
Transients	2						
Re-registered	169	403		157	374		+ 7.75%
B. & G. Department							
New borrowers	173			202			
Re-registered	28	201		12	214		- 6.07%
Bookmobile							
New borrowers	190			170			
Re-registered	52	242		27	197		- 22.84%
GARNET BRANCH							
New borrowers	9			15			
Re-registered	12	21			15		+ 40.0%
GRAND TOTALS							
New borrowers	606			604			
Re-registered	261			196			
Total			867			800	+ 8.37%

REPORT OF THE LIBRARIAN

FOR

JULY 1950

In July the number of registered borrowers passed the 25,000 mark by 96. The climb has been even and steady and will undoubtedly continue to be so. This is 10.6% of the county's 1950 population. Ten years ago the registration was 7,500, but its ratio to the 1940 population was less than 4%.

If we add the 6,000 unregistered children, reached during the school year we find ourselves serving 13% of the county population.

The circulation of books in all departments increased widely again this month over July last year.

Mrs. Meyer, new head of the Circulation Department, and her staff are examining the department's work to clarify its objectives, to improve the ways and means of service, and to make a smoother running department. The results will be embodied in a department manual, which is already in its early stages.

The Extension and Catalog Departments are also at work on manuals of their duties.

The American Library Association met in Cleveland the third week of July and the librarian and three department heads attended. All found it very stimulating and rewarding. When vacations are over some staff meetings will be held to discuss problems suggested by the conference.

During the month 1,022 books were cataloged and orders for books amounted to $3,065. Plans for cataloging the Ritz collection are nearly complete, and a cataloger has been secured who will begin work

as soon as the books and shelves are cleaned and the necessary arrangements are made for working on the second floor.

Respectfully submitted,

Robert Nath. Jr.

CIRCULATION July 1950

	1950			1949			
EXTENSION DEPARTMENT							
Bookmobile							
Adult Books							
Non-fiction	523			441			
Fiction	1793	2316		1608	2049		
Juvenile Books							
Non-fiction	771			496			
Fiction	4000	4771		3303	3799		
YA Collection							
Non-fiction	123			107			
Fiction	373	496		219	326		
Teachers' Coll. Adult							
Non-fiction							
Fiction							
Teachers' Coll. Juv.							
Non-fiction				10			
Fiction				59	69		
Teachers' Coll. YA							
Non-fiction							
Fiction							
Total Teachers' Coll.					69		
Total Bookmobile			7583			6243	+ 21.3%
Deposit Collection							
Adult							
Non-fiction				2			
Fiction	3	3		54	56		
YA Collection							
Non-fiction							
Fiction	30	30					
Juvenile							
Non-fiction	20			137			
Fiction	73	93		554	691		
Total Deposit Collection (1/12 of 1 year's circ. ending 7/50 and 7/49)			126 (7677)			747 (3866)	+ (123%)
Total Extension Department (Revised total)			7709 (15,260)			6990 (10,109)	+ 10.2% + (60.2%)

	1950			1949			
MAIN LIBRARY							
Adult Department							
Non-fiction	3402			2982			
Fiction	3838			3720			
Pamphlets	33			59			
Periodicals	22			37			
Pictures	323						
Total		7618			6798		
YA Collection							
Non-fiction	214			138			
Fiction	904	1118		492	630		
Total Adult Dept.			8736			7428	+ 17.6%
B. & G. Dept.							
Non-fiction	967			624			
Fiction	5500			5348			
Pamphlets	1			6			
Periodicals	5			36			
Total		6473			6014		
Teachers' Collection							
Non-fiction	99						
Fiction	786	885		19	19		
Total B. & G. Dept.			7358			6033	+ 21.9%
Total for Main Library			16094			13461	+ 19.5%
GARNET BRANCH							
Adult							
Non-fiction	126			330			
Fiction	181			508			
Periodicals		307		53	871		
Juvenile							
Non-fiction	61			327			
Fiction	127			350			
Periodicals	17	205	512	11	688	1599	
GRAND TOTAL FOR ALL DEPARTMENTS (Reflecting Dep. Cal. revision)			24351 (31866)			22010 (25169)	+ 10.6% +(30.3%)
SUMMARY							
Adult							
Non-fiction	4051			3755			
Fiction	5851			5890			
Other	378	10280		129	9774		
YA							
Non-fiction	337			245			
Fiction	1307	1644		711	956		
Juvenile							
Non-fiction	1918			1594			
Fiction	10486			9633			
Other	23	12427		53	11280		
GRAND TOTAL			24351			22010	+ 10.6%

REGISTRATION July 1950

	19 50			19 49		
MAIN LIBRARY						
Adult Department						
New borrowers	225			229		
Transients	5			2		
Re-registered	164	394		137	368	+ 7.06%
B. & G. Department						
New borrowers	116			134		
Re-registered	22	138		18	152	- 9.21%
Bookmobile						
New borrowers	141			167		
Re-registered	21	162		32	199	- 18.59%
GARNET BRANCH						
New borrowers	7			8		
Re-registered	13	20			8	+ 150%
GRAND TOTALS						
New borrowers	494			540		
Re-registered	220			187		
Total			714			727 - 1.78

REPORT OF THE LIBRARIAN

FOR

AUGUST AND SEPTEMBER 1950

Total circulation of books increased in August 15.9% and in September 12% over the same months last year.

The registration of new borrowers showed no increase in August, but a 2% increase in September.

The Extension Department during summer prepared the deposit collections for the schools. On September 11-14 they delivered to 46 schools, 218 collections containing 6,063 books.

The Boys and Girls Department completed their most successful vacation reading club program so far. 407 children took part, 223 read over 20 books each, 125 received certificates of accomplishment, awarded at ceremony last Saturday afternoon. In September eleven class visits, talks, and story hours were held. Miss Brown has been invited to take part in a meeting at the W. Va. Conference of Social Welfare in Bluefield November 4.

The Reference Department this summer found itself handling many inquiries from prospective college students. The department is proud of its up-to-date collection of catalogs, and its numerous directories of schools and colleges and its data on accreditation, scholarship and loan funds, study abroad, and other matters.

The total count of reference questions for August and September show a substantial increase over the previous year, in fact, as much as 72% for September.

The Catalog Department, with a new head and an additional typist, has nearly finished the backlog of work accumulated during last spring. In the past two months approximately $3,600 of book orders were placed. The

processing of the Ritz collection began the middle of August, with a vacuum cleaning of 8,000 volumes and purchase of additional shelving. The new cataloger for the job has made a good start. The Catalog Department is running very efficiently now and possibly it may not be necessary to employ all the assistance originally scheduled for the Ritz job. In any event the goal is to finish the cataloging this fiscal year.

Shelving ordered last March has been installed in the Circulation and Reference Departments. It includes 4 cases with locking glass doors for the control of books subject to theft and mutilation. The additional space permits better care for the numerous heavy reference books, and for the use of some books from upstairs, especially foreign encyclopedias.

Garnet Branch's recataloging, authorized in August, began September 1 and is proceeding according to plan. Funds for our share of the expense, $1,145, have been transferred to Garnet's budget.

The Circulation Department and Garnet Branch together worked out methods to prevent borrowers holding cards in both libraries at the same time; and to exchange records of delinquent borrowers.

The W. V. L. A. 36th annual conference is to be held in Charleston at the Daniel Boone Hotel October 20-21. I was made local chairman. Other staff members and local librarians are assisting in the arrangements, and the programs.

Station WCAW has applied to the F. C. C. for increased power. In connection with this application, Mr. John Phillips, general manager of the station, has proposed a regularly scheduled weekly 15 minute program devoted to the library and its interests, and services. Such a program could be of inestimable value to both library and community.

Respectfully submitted,

Robert Nauth, Jr.

CIRCULATION August 1950

	1950			1949			
EXTENSION DEPARTMENT							
Bookmobile							
Adult Books							
Non-fiction	510			475			
Fiction	2068	2578		2001	2476		
Juvenile Books							
Non-fiction	792			483			
Fiction	4043	4835		3630	4113		
YA Collection							
Non-fiction	114			95			
Fiction	418	532		262	357		
Teachers' Coll. Adult							
Non-fiction							
Fiction		0			0		
Teachers' Coll. Juv.							
Non-fiction							
Fiction		0			0		
Teachers' Coll. YA							
Non-fiction							
Fiction		0			0		
Total Teachers' Coll.		0			0		
Total Bookmobile			7945			6946	+ 12.94%
Deposit Collection							
Adult							
Non-fiction	4			13			
Fiction	74	78		69	82		
YA Collection							
Non-fiction	3			4			
Fiction	15	18		16	20		
Juvenile Coll.							
Non-fiction	9			23			
Fiction	463	472		270	293		
Total Deposit Collection			568			395	+
(1/12 of 1 years circ. ending 8/50 and 8/49)			(7691) — ok.			(3846)	100%
Total Extension Department			8513			7341	+ 14.63%
(Revised Total)			(15636)			(10792)	+(44.62%)

REGISTRATION August

	1950			1949		
MAIN LIBRARY						
Adult Department						
New borrowers	242			245		
Transients	8			9		
Re-registered	161	411		139	389	+ 5.6%
B. & G. Department						
New borrowers	86			83		
Re-registered	11	97		8	91	+ 6.59%
Bookmobile						
New borrowers	140			168		
Re-registered	35	175		46	214	-18.22%
GARNET BRANCH						
New borrowers	5			9		
Re-registered	17	22			9	+ 122.22%
GRAND TOTALS						
New borrowers	481			510		
Re-registered	224			193		
Total			705			703 + .28%

CIRCULATION September 1950

	1950			1949		
EXTENSION DEPARTMENT						
Bookmobile						
Adult Books						
Non-fiction	455			527		
Fiction	1541	1996		1868	2395	
Juvenile Books						
Non-fiction	435			603		
Fiction	2661	3096		3424	4027	
YA Collection						
Non-fiction	82			102		
Fiction	270	352		252	354	
Teachers' Coll. Adult						
Non-fiction						
Fiction						
Teachers' Coll. Juv.						
Non-fiction						
Fiction						
Teachers' Coll. YA						
Non-fiction						
Fiction						
Total Teachers' Coll.						
Total Bookmobile			5444			6776 -19.80%
Deposit Collection						
Adult						
Non-fiction	9			4		
Fiction	33	42		70	74	
YA Collection						
Non-fiction				1		
Fiction	4	4		2	3	
Juvenile Coll.						
Non-fiction	9			37		
Fiction	267	276		274	311	
Total Deposit Collection			322			388
(1/12 of 1 year's circ. ending 9/50 and 9/40)			(7619)			(3843) (95.65%)
Total Extension Department			5766			7164 -18.11%
(Revised Total			(13129)			(10619) (19.32%)

	19 50			19 49			
MAIN LIBRARY							
Adult Department							
Non-fiction	3211			3020			
Fiction	3415			3625			
Pamphlets	57			49			
Periodicals	14			43			
Pictures	189			24			
Total		6886			6761		
YA Collection							
Non-fiction	228			147			
Fiction	741	969		440	587		
Total Adult Dept.			7855			7348	+6.88%
B. & G. Dept.							
Non-fiction	973			669			
Fiction	4894			4230			
Pamphlets	1			2			
Periodicals	29			13			
Total		5897			4914		
Teachers' Collection							
Non-fiction	210			471			
Fiction	415	625			471		
Total B. & G. Dept.			6522			5385	+21.11%
Total for Main Library			14377			12733	+12.91%
GARNET BRANCH							
Adult							
Non-fiction	125			371			
Fiction	180			472			
Periodicals	16	321		66	909		
Juvenile							
Non-fiction	45			265			
Fiction	78			259			
Periodicals		123	444	21	545	1454	-69.46%
GRAND TOTAL FOR ALL DEPARTMENTS			20587			21351	- 3.57%
(Reflecting D.C. revision)			(27950)			(24806)	+(12.7%)
SUMMARY							
Adult							
Non-fiction	3800			3922			
Fiction	5169			6035			
Other	276	9245		182	10139		
YA							
Non-fiction	310			250			
Fiction	1015	1325		694	944		
Juvenile							
Non-fiction	1672			2045			
Fiction	8315			8187			
Other	30	10017		36	10268		
GRAND TOTAL			20587			21351	-3.57%

REGISTRATION September

	1950			1949			
MAIN LIBRARY							
Adult Department							
New borrowers	242			272			
Transients	1			7			
Re-registered	149	392		118	397	- 1.25%	
B. & G. Department							
New borrowers	164			106			
Re-registered	18	182		6	112	+ 62.50%	
Bookmobile							
New borrowers	118			161			
Re-registered	15	133		22	183	- 27.32%	
GARNET BRANCH							
New borrowers	36			42			
Re-registered	5	41			42	- 2.38%	
GRAND TOTALS							
New borrowers	561			588			
Re-registered	187			146			
Total			748				734 + 1.90%

REPORT OF THE LIBRARIAN

FOR

OCTOBER 1950

The total use of books and other library materials is up 14.6% over October 1949.

The Circulation Department continued its project of thinning the shelves of less used books and transferring them to the second floor in order to make room for the incoming material. The adult collection has ceased being a one floor library and is now a two floor library. During the month eight different exhibits and displays were put up. One of them deals with the School Bond Amendment. Another, which has been continually revised for 4 months, is called History in the Making. It displays maps, cartoons, headlines of week to week international events with two shelves of books and pamphlets of recent as well as background information.

The Extension Department, which shows an 11% increase over last year, now has out 5,963 volumes in schools in 215 collection.

The Boys and Girls Department jumped 29.9% above the previous year. Four talks and story hours were given by Miss Brown.

The Reference Department's work is also flourishing. Here, too, there is a display. Based on a recent article in Sales Management, it shows some of the business information sources in the library. Out of a selected group of 26 indispensible sources listed in the article, we have 21 and another is adequately supplanted by a competitor. Out of the total list of 145 the library has 79.

Mrs. Wharton and Miss Brand, the reference librarians, have worked out plans for classifying and cataloging the maps. The system is simple yet adopted to take care of any expansion the future might bring. It

is a modest project at present, and can be performed along with the regular work.

The Catalog Department processed 1,701 books. Book orders approximating $990.00 were placed and the periodical list for 1951 has been contracted for. Of the Ritz collection 404 titles (comprising 596 volumes) were cataloged, making 609 titles (and 835 volumes) to date.

Through the interest of Mrs. Hays, formerly of the Library of Congress, and now one of our catalogers, arrangements have been made to take part in that library's project of cooperative cataloging. We shall supply copy for printed cards for all West Virginia state documents beginning in 1951, and for earlier documents on request. The increase in our work will be slight. The Library of Congress furnishes the supplies and franked envelopes, and returns us free printed cards. The effect is to speed up the cataloging and the availability of cards for all libraries that want them. It is a compliment to be asked to do this, and we can take real satisfaction in being one of the 380 libraries cooperating in the project, especially since we have for years been benefitting from the work of the other libraries.

On October 20-21, the West Virginia Library Association held its 36th annual meeting at the Daniel Boone. The staff worked hard on arrangements and were assisted by other librarians in the area. Three staff members took part in programs. Miss Alderson was reelected chairman of the public library section and the librarian was elected vice-president and president elect for 1951/52.

The next week the West Virginia Education Association met in Charleston. Three staff members attended a luncheon and session of school librarians. While attending the WVEA conference, Miss Nora Beust,

specialist in children's reading and libraries with the U. S. Office of Education, spent one morning out on the bookmobile.

Respectfully submitted,

Robert Nath. Jr.

CIRCULATION October 1950

	1950			1949			
EXTENSION DEPARTMENT							
Bookmobile							
Adult Books							
Non-fiction	587			737			
Fiction	1849	2436		2186	2923		
Juvenile Books							
Non-fiction	692			969			
Fiction	3374	4066		4548	5517		
YA Collection							
Non-fiction	119			139			
Fiction	329	448		271	410		
Teachers' Coll. Adult							
Non-fiction							
Fiction							
Teachers' Coll. Juv.							
Non-fiction							
Fiction	591	591		1035	1035		
Teachers' Coll. YA							
Non-fiction							
Fiction							
Total Teachers' Coll.					1035		
Total Bookmobile			7541			9885	-23.71%
Deposit Collection							
Adult							
Non-fiction	21			10			
Fiction	69	90		115	125		
YA Collection							
Non-fiction	10			3			
Fiction	41	51		3	6		
Juvenile Coll.							
Non-fiction	14			40			
Fiction	78	92		382	422		
Total Deposit Collection (1/12 of 1 yrs. circ. ending 10/49 and 10/50)			233 (7659)			553 (3811)	+(100.9%)
Total Extension Department (Revised total)			7774 (15200)			10438 (13696)	-25.52% +(10.98%)

CIRCULATION October 1950

	1950			1949			
MAIN LIBRARY							
Adult Department							
Non-fiction	3711			3424			
Fiction	3442			3735			
Pamphlets	142			69			
Periodicals	19			39			
Pictures	375			45			
Total		7689			7310		
YA Collection							
Non-fiction	272			200			
Fiction	795	1067		558	758		
Total Adult Dept.			8756				8068 +8.52%
B. & G. Dept.							
Non-fiction	975			897			
Fiction	4802			4536			
Pamphlets	2						
Periodicals	14			52			
Total		5793			5785		
Teachers' Collection							
Non-fiction	103			230			
Fiction	5095	5198		2443	2673		
Total B. & G. Dept.			10991				8458 +29.94%
Total for Main Library			19747				16526 +19.49%
GARNET BRANCH							
Adult.							
Non-fiction	123			212			
Fiction	224			265			
Periodicals		347		27	504		
Juvenile							
Non-fiction	49			97			
Fiction	110			86			
Periodicals		159	506		183		687 -16.01%
GRAND TOTAL FOR ALL DEPARTMENTS			28027				27651 +1.25%
(Reflecting deposit col. revision)			(35424)				(30909) +(14.60%)
SUMMARY							
Adult							
Non-fiction	4442			4383			
Fiction	5584			6301			
Other	536	10562		178	10862		
YA							
Non-fiction	401			342			
Fiction	1165	1566		832	1174		
Juvenile							
Non-fiction	1833			2233			
Fiction	14050			13330			
Other	16	15899		52	15615		
GRAND TOTAL			28027				27651 +1.25%

RES

REGISTRATION October 1950

	1950		1949		
MAIN LIBRARY					
Adult Department					
New borrowers	328		259		
Transients	3		1		
Re-registered	119	450	179	439	+ 2.50%
Boys and Girls Dept.					
New borrowers	112		161		
Re-registered	16	128	14	175	- 28.%
Bookmobile					
New borrowers	151		310		
Re-registered	44	195	24	334	- 41.61%
Garnet Branch					
New borrowers	13		26		
Re-registered	13	26		26	
GRAND TOTAL					
New borrowers	607		757		
Re-registered	192		217		
Total		799		974	- 17.86%

REPORT OF THE LIBRARIAN

FOR

NOVEMBER 1950

Statistics of total library use in November are somewhat erratic. They show a 17.22% decrease for November. Due to the storm there was very little business the Friday after Thanksgiving. On that Saturday we closed at 4 P.M. and remained closed the next Monday. The Bookmobile did not go out again after November 22. While bookmobile time was ¼ less than last year, its circulation was down only 14%. Decreases were slight in the adult work in the main library. Children's borrowing however dropped 11.5% and the use of children's books by teachers fell 75% from a year ago. Last month teachers' book use had been exceptionally high.

In the Boys and Girls Department, Children's Book Week received special note--including a poster contest. Miss Brown spoke to the Association for Childhood Education, participated in a panel on children's reading problems at Mercer School P.T.A., and talked to the Mt. Ovas P.T.A.

The Bookmobile is at the Capitol City Body Works being reconditioned. No substitute is running in its place because it was not possible to find a satisfactory one. The decision was made reluctantly to suspend service but was based on the unsafe condition of the vehicle, the present availability of material and labor, and because December is normally a time of relatively low circulation, while the coming winter months bring heavy demands.

The Catalog Department processed 1426 books of which 223 were from the Ritz collection. So far 832 Ritz books have been cataloged and we are slightly ahead of the schedule for this job. In addition, 344 books

received by South Charleston library as gifts were cataloged for that library. The approximate amount of orders placed was $360.00 while expenditures during the month for previous orders were $1,679.41.

On November 13, the librarian and Colonel Phillips attended a meeting of citizens in St. Albans who want to start a library there. The librarian described the situation of the library in the local government, the financial impossibility of extending library service and what local communities can do to help themselves with cooperation from the county library.

Respectfully submitted,
Robert Nath. L.

December 7, 1950

CIRCULATION November 1950

	1950			1949			
EXTENSION DEPARTMENT							
Bookmobile							
Adult Books							
Non-fiction	636			606			
Fiction	1814	2450		2010	2616		
Juvenile Books							
Non-fiction	884			1160			
Fiction	3997	4881		4479	5639		
YA Collection							
Non-fiction	130			129			
Fiction	363	493		211	340		
Teachers' Coll. Adult							
Non-fiction							
Fiction							
Teachers' Coll. Juv.							
Non-fiction	32						
Fiction	1247	1279		2015	2015		
Teachers' Coll. YA							
Non-fiction							
Fiction							
Total Teachers' Coll.		1279			2015		
Total Bookmobile			9103			10610	-14.36 %
Deposit Collection							
Adult							
Non-fiction	47			11			
Fiction	59	106		112	123		
YA Collection							
Non-fiction				1			
Fiction	5	5			1		
Juvenile Coll.							
Non-fiction	27			120			
Fiction	304	331		260	380		
Total Deposit Collection			442			504	
(1/12 of 1 yrs. circ. ending 11/49 and 11/50)			(7654)			(3817)	+ (100) %
Total Extension Department			9545			11114	-13.12 %
Revised Total			(16757)			(14427)	+ (16.15)%

CIRCULATION November 1950

	1950			1949		
MAIN LIBRARY						
Adult Department						
Non-fiction	3244			3363		
Fiction	2984			3447		
Pamphlets	1143			105		
Periodicals	8			30		
Pictures	277			207		
Total		6656			7152	
YA Collection						
Non-fiction	214			187		
Fiction	740	954		587	774	
Total Adult Dept.			7610			7926 - 3.98%
B. & G. Dept.						
Non-fiction	1027			1032		
Fiction	4994			5854		
Pamphlets				1		
Periodicals	21			45		
Total		6042			6932	- 11.5 %
Teachers' Collection						
Non-fiction	8			885		
Fiction	2629	2637		9691	10576	- 75
Total B. & G. Dept.			8679			17508 -50.42 %
Total for Main Library			16289			25434 - 35.99 %
GARNET BRANCH						
Adult						
Non-fiction	121			169		
Fiction	217			242		
Periodicals	6	357		38	449	
Pamphlets	13					
Juvenile						
Non-fiction	79			107		
Fiction	127			210		
Periodicals		206	563		317	756
GRAND TOTAL FOR ALL DEPARTMENTS			26397			37314 - 29.23%
(Reflecting deposit collections)			(33609)			(40617) - 17.22%
SUMMARY						
Adult						
Non-fiction	4048			4149		
Fiction	5074			5811		
Other	447			380		
		9569			10340	
YA						
Non-fiction	344			317		
Fiction	1108	1452		798	1115	
Juvenile						
Non-fiction	2057			3304		
Fiction	13298			22509		
Other	21	15376		46	25859	
GRAND TOTAL			26397			37314 - 29.23

REGISTRATION November 1950

	19 50		19 49			
MAIN LIBRARY						
Adult Department						
New borrowers	253		222			
Transients	4		3			
Re-registered	111	368	152	377	- 2.38	
Boys and Girls Dept.						
New borrowers	~~203~~ 120		202			
Re-registered	~~28~~	~~231~~	28	230	~~+ .48~~	~~- 43.0%~~
Bookmobile						
New borrowers	72		233			
Re-registered	23	95	34	267	- 64.40	
Garnet Branch						
New borrowers	12		57			
Re-registered	8	20	40	87	- 77.01	
GRAND TOTAL						
New borrowers	~~544~~ 461		717			
Re-registered	~~170~~ 153		254			
Total		~~714~~		971		- ~~16.18~~ 36.9%

REPORT OF THE LIBRARIAN

FOR

DECEMBER 1950

Total library use for December was 8.85% above that of a year ago.

In the Extension Department, the bookmobile has been undergoing repairs which are nearly complete. Painting alone remains to be done. Books in readers' hands were renewed and counted as regular circulation, which is standard practice with renewals. During the interim the staff has hastened its work of the midyear exchange of deposit collections. The clerical staff has been working on a digest of the bookmobile circulation records which will be useful in planning improvements, extensions, or other changes in the department's work.

Along with the bookmobile, its driver, too, has been on sick leave. Mr. House began vacuum dusting the books in the library to use his time, but succumbed to what he frequently refers to as his bronicle trouble and has been in the hospital.

Mr. Mund, formerly librarian assistant in the department, was granted a few days' leave of absence in November to seek another job. He has not been heard from since. His employment here ceased officially January 1 and we now need another librarian for the Extension Department.

Boys' and Girls' book circulation is up again as usual. Four story hours and five puppet shows were held in various schools, hospitals, and clubs during the month.

The Reference Department had a rush for vocational material and information, as a direct result of the University Club's Career Consultation Clinic. We are fairly well supplied with such material.

The Catalog Department processed 1795 titles including 170 of the Ritz collection and 520 for South Charleston Library. Book orders amounted to $470. Payments for books, periodicals and binding came to $2,615.78.

Last January, we instituted a system of perpetual inventory records for the library supplies. The record sheet for each item gives full information on how much is used, who uses it and the balance on hand. By enabling us to plan orders for the right time and in the right quantities it has already saved us money and work. It revealed needless variation and duplication in several items, expecially in printed forms. These items have been combined and made over. Another result is that we now mimeograph instead of printing whenever possible. As soon as possible, the identical system will be applied to the building and janitorial supplies.

Respectfully submitted,

Robert Nath Jr.

CIRCULATION December 1950

	1950			1949		
EXTENSION DEPARTMENT (Renewals of Nov. circ.)						
Bookmobile						
Adult Books						
Non-fiction	471			481		
Fiction	1618	2089		1941	2422	
Juvenile Books						
Non-fiction	905			1034		
Fiction	4420	5325		4571	5605	
YA Collection						
Non-fiction	109			95		
Fiction	336	445		253	348	
Teachers' Coll. Adult						
Non-fiction	———			———		
Fiction	———	———		———	———	
Teachers' Coll. Juv.						
Non-fiction	———			———		
Fiction	———	———		2032	———	
Teachers' Coll. YA						
Non-fiction	———			———		
Fiction	———	———		———	———	
Total Teachers' Coll.		———			2032	
Total Bookmobile			7859			10407 - 24.48%
Deposit Collection						
Adult						
Non-fiction	33			28		
Fiction	92	125		185	213	
YA Collection						
Non-fiction	23			30		
Fiction	152	175		101	131	
Juvenile Coll.						
Non-fiction	1409			473		
Fiction	10245	11654		5577	6050	
Total Deposit Collection			11954			6394
(1/12 of 1 yr's circ. ending 12/49 and 12/50)			(8117)			(4270)+ (90.09%)
Total Extension Department			19813			16801 + 11.96%
Revised Total			(15976)			(14677)+(8.85%)

	1950			1949		
MAIN LIBRARY						
Adult Department						
Non-fiction	3064			3277		
Fiction	2714			2792		
Pamphlets	120			93		
Periodicals	16			26		
Pictures	102			167		
Total		6016			6355	
YA Collection						
Non-fiction	182			149		
Fiction	596	778		468	617	
Total Adult Dept.			6794			6972 - 2.55%
B. & G. Dept.						
Non-fiction	691			593		
Fiction	3876			3709		
Pamphlets				1		
Periodicals	31			17		
Total		4598			4320	
Teachers' Collection						
Non-fiction	436			520		
Fiction	9937	10373		7811	8331	
Total B. & G. Dept.			14971			12651 +18.33%
Total for Main Library			21765			19623 +10.91%
GARNET BRANCH						
Adult						
Non-fiction	116			164		
Fiction	171			215		
Periodicals	7	306		41	420	
Pamphlets	12					
Juvenile						
Non-fiction	62			133		
Fiction	191			307		
Periodicals		253	559		540	760 -26.36%
GRAND TOTAL FOR ALL DEPARTMENTS			42157			37184 +13.32%
(Reflecting Deposit Collection)			(38300)			(35060) (+9.21%)
SUMMARY						
Adult						
Non-fiction	5684			5950		
Fiction	4595			5133		
Other	257	10536		327	9410	
YA						
Non-fiction	314			274		
Fiction	1084	1398		822	1096	
Juvenile						
Non-fiction	3503			2753		
Fiction	28669			23907		
Other	31	32203		18	26678	
GRAND TOTAL			[illegible]			[illegible]

REGISTRATION December 1950

	1950		1949			
MAIN LIBRARY						
Adult Department						
New borrowers	203		185			
Transients	3		3			
Re-registered	77	283	102	290	-	2.41
Boys and Girls Dept.						
New borrowers	61		74			
Re-registered	10	71	2	76	-	2.37
Bookmobile						
New borrowers			95			
Re-registered			19	114	-	100%
Garnet Branch						
New borrowers	23		22			
Re-registered	13	36	21	43	-	16.27
GRAND TOTAL						
New borrowers	290		379			
Re-registered	100		144			
Total		390		523	-	25.43%

REPORT OF THE LIBRARIAN

FOR

JANUARY 1951

The overall use of the library has increased again over the same month of last year, this time about 12%, divided by departments as follows:

Circulation (adult)	+ 8%
Boys and Girls	+ 25%
Deposit Collection	+ 33%
Bookmobile	- 20%

The two big increases stem from work with children. Throughout the past year the Deposit Collections and the Boys and Girls Department have shown the widest gains. The adult circulation has shown modest gains while the bookmobile has shown some decreases. Since we have been gradually eliminating bookmobile stops near schools and substituting collections in class rooms, it is probable that part of the circulation lost from the bookmobile has been transferred to the deposit collections. The corollary of this was the sharp increase in children's books used from the bookmobile in the non-school months of June, July and August. One object of this shift in outlets was to give the adults a better chance to get inside the door and receive some service and in this we have been partially successful.

For the past two years, circulation has advanced faster than the size of the budget and staff, a divergence that cannot go on indefinitely. Moreover new social and economic factors may moderate the circulation rate. The gains in adult use have been exceeded by juvenile use. With a rapidly emerging state of semi-crisis we may see the lesser adult gains run into losses at any time. As employment rises, hours become longer with overtime and double jobs, and as more women are employed, there will be

fewer hours and still less energy for other things, including reading.

Generally speaking, the reading which disappears first under such conditions is the casual and sporadic type. This is no particular loss to the community. Then conditions progressively cut off some of the more purposeful reading. But there is always a solid core of book users who must have books and are not denied by circumstances. Their reading is likely to be the more necessary, to themselves and to the community. Interestingly enough, in periods of lower circulation they find better selection on the shelves and the staff more available for help. The quality of service goes up.

While this situation has already arrived in some other cities, it has not yet arrived in Charleston. A harbinger of it, however, is the decrease in the number of readers registered during the past four months compared with last year. Even allowing for the bookmobile's being off the road for two months a steady decline is in evidence. A continuation of this trend would eventually moderate the circulation figures.

The lives of children are less likely to change so much. Their demands and opportunities for reading will remain high and will increase at least as fast as the population of children.

It is more than likely then that in the coming months adult use may decrease and a still larger ratio of total library use will be that of children.

The bookmobile went back into service on January 22 after a thorough overhauling. Fortunately the position left vacant in the Extension Department by the departure of Mr Mund, has been filled by another librarian. Purchases of books, periodicals, and binding amounted to $1,116.57. Book

orders placed were estimated at $720.

During the month some new tools and equipment were purchased for the building maintenance work.

January 29 through February 3, the librarian attended the American Library Association meeting in Chicago.

Respectfully submitted,

Robert Nath.

CIRCULATION January 1951

	19 51			19 50		
EXTENSION DEPARTMENT						
Bookmobile						
Adult Books						
Non-fiction	516			550		
Fiction	1723	2239		2008	2558	- 12%
Juvenile Books						
Non-fiction	940			1081		
Fiction	4392	5332		4685	5766	
YA Collection						
Non-fiction	119			99		
Fiction	380	499		239	338	
Teachers' Coll. Adult						
Non-fiction	—			—		
Fiction	—	—		—	—	
Teachers' Coll. Juv.						
Non-fiction	—			33		
Fiction	—	—		1384	1417	
Teachers' Coll. YA						
Non-fiction	—			—		
Fiction	—	—		—	—	
Total Teachers' Coll.		—			1417	
Total Bookmobile			8070			10099 - 20.09%
Deposit Collection						
Adult						
Non-fiction	6			9		
Fiction	53	59		86	95	
YA Collection						
Non-fiction	5			4		
Fiction	8	13		6	10	
Juvenile Coll.						
Non-fiction	1112			1025		
Fiction	5617	6729		15313	16338	
Total Deposit Collection			6801			16443 - 58.63%
(1/12 of 1 yr's circ. ending 1/50 and 1/51)			(7313)			(5508)+(32.77%)
Total Extension Department			14871			26542
Revised Total			(15383)			(15607)-(1.42%)

CIRCULATION January 1951

	1951			1950		
MAIN LIBRARY						
Adult Department						
Non-fiction	4174			3833		
Fiction	3937			3810		
Pamphlets	82			156		
Periodicals	13			27		
Pictures	290			239		
Total		8496			8085	
YA Collection						
Non-fiction	228			168		
Fiction	814	1042		580	748	
Total Adult Dept.			9538			8833 + 7.85%
B. & G. Dept.						
Non-fiction	1003			5671		
Fiction	5828			907		
Pamphlets				10		
Periodicals	35			9		
Total		6866			6597	
Teachers' Collection						
Non-fiction	142					
Fiction	7012	7154		3476	3476	
Total B. & G. Dept.			14020			10073 + 39.18%
Total for Main Library			23558			18906 + 24.60%
GARNET BRANCH						
Adult						
Non-fiction	151			271		
Fiction	195			247		
Periodicals	22	371			518	
Pamphlets	3					
Juvenile						
Non-fiction	89			138		
Fiction	159			228		
Periodicals		248	619		366	884 - 29.9%
GRAND TOTAL FOR ALL DEPARTMENTS			39048			46312 - 13.56%
(Reflecting Deposit Collection)			(39560)			(35407)+(11.72%)
SUMMARY						
Adult						
Non-fiction	4847			4683		
Fiction	5908			6151		
Other	410	11165		422	11256	
YA						
Non-fiction	352			271		
Fiction	1202	1554		845	1116	
Juvenile						
Non-fiction	5286			7948		
Fiction	23008			25993		
Other	35	26329		19	33960	
GRAND TOTAL			39048			46312 - 13.56%

REGISTRATION January 1951

	1951		1950		
MAIN LIBRARY					
Adult Department					
New borrowers	289		273		
Transients 2	7		5		
Re-registered	124	420	190	468	- 10.25%
Boys and Girls Dept.					
New borrowers	116		134		
Re-registered	9	125	20	154	- 18.83%
Bookmobile					
New borrowers	24		130		
Re-registered	8	32	39	169	- 91.71%
Garnet Branch					
New borrowers	15		37		
Re-registered	6	21	41	78	- 73.07%
GRAND TOTAL					
New borrowers	451		579		
Re-registered	147		290		
Total		598		869	- 31.38%

REPORT OF THE LIBRARIAN

FOR

FEBRUARY 1951

In my report for January 1951, I described several factors that might lead in the near future to a decline in library use. In February, however, we again made upward progress, the total library circulation increasing by 8% over the previous February.

The biggest departmental increase was in adult circulation at the main library--24%. Most of the increase came in fiction, the result of increased use of book jackets, better display and heavy student collateral reading. Displays showing the variety of library materials besides regular books, and subject matter displays have helped to make people more aware of what the library can do for them, resulting in greater library use.

Miss Brown met two classes of the Morris Harvey course in children's literature here at the library. To the first she lectured on the Newberry and Caldecott Award books, to the second on the subject of style in writing for children.

The cataloging of the Ritz Collection is proceding rapidly. As planned, the titles new to the library are being completed first by the special cataloger. The regular staff is adding what duplicates will clearly be of use now or in the near future.

The budgeted amount for this job was $4,900, which sum taken from the book fund. After a period of experiment it was found that because of the reduction of regular book buying and cataloging this year, the regular typists of the department could also do the Ritz typing. It was not necessary to employ an extra typist. Hence a

saving has been made of $1,529.58 in the cost of the job and this sum has been restored to the book fund.

The catalog department processed 910 titles plus 398 titles of Ritz collection and 175 for South Charleston, a total of 1,483. Book orders were placed in the approximate amount of $1,200.

Late in January we gave the newspapers a release on library services and materials in connection with current legislative interests. In February, a release on income tax materials appeared. Both achieved a noticeable response in the public's use of the reference department for these subjects.

Mr Butler's novel was published March 1, and a display of some manuscripts of it, as well as his poetry, has been set up. There were newspaper notices of this also.

Respectfully submitted,

Robert Warth, Jr.

CIRCULATION February 1951

	1951			1950		
EXTENSION DEPARTMENT						
Bookmobile						
Adult Books						
Non-fiction	508			622		
Fiction	1595	2103		1988	2610	
Juvenile Books						
Non-fiction	1103			1154		
Fiction	4178	5281		5305	6459	
YA Collection						
Non-fiction	99			118		
Fiction	436	535		281	399	
Teachers' Coll. Adult						
Non-fiction						
Fiction						
Teachers' Coll. Juv.						
Non-fiction	87					
Fiction	3413	3500		2487	2487	
Teachers' Coll. YA						
Non-fiction						
Fiction						
Total Teachers' Coll.		3500			2487	
Total Bookmobile			11419			11955 - 4.49%
Deposit Collection						
Adult						
Non-fiction	12			42		
Fiction	52	64		141	183	
YA Collection						
Non-fiction	11			21		
Fiction	26	37		47	68	
Juvenile Coll.						
Non-fiction	1490			1478		
Fiction	13352	14842		10096	11574	
Total Deposit Collection			14943			11825 + 26.36%
($\frac{1}{2}$ of 1 yrs. circulation ending 2/50 and 2/51)			(7573)			(6216) + (21.83%)
Total Extension Department			26362			23780 + 10.85%
Revised Total			(18992)			(18171) + (4.51%)

	1951			1950		
MAIN LIBRARY						
Adult Department						
Non-fiction	4074			3889		
Fiction	5712			3896		
Pamphlets	48			87		
Periodicals				42		
Pictures	392			365		
Total		10226			8279	
YA Collection						
Non-fiction	215			215		
Fiction	821	1036		596	811	
Total Adult Dept.			11262			9090 +23.89%
B. & G. Dept.						
Non-fiction	1237			1042		
Fiction	5921			5761		
Pamphlets				12		
Periodicals	33			10		
Total		7191			6825	
Teachers' Collection						
Non-fiction	472			825		
Fiction	6083	6555		4973	5798	
Total B. & G. Dept.			13746			12623 + 8.10%
Total for Main Library			25008			21713 + 15.17%
GARNET BRANCH						
Adult						
Non-fiction	157			189		
Fiction	188			243		
Periodicals	26	373		29	461	
Pamphlet	2					
Juvenile						
Non-fiction	76			95		
Fiction	178			203		
Periodicals		254	627		298	759 -17.3%
GRAND TOTAL FOR ALL DEPARTMENTS			51997			46252 + 12.44%
(Reflecting Deposit Collections)			(44627)			(41468) + (7.61%)
SUMMARY						
Adult						
Non-fiction	4751			4762		
Fiction	7547			6268		
Other	468	12766		523	11533	
YA						
Non-fiction	325			354		
Fiction	1283	1608		924	1278	
Juvenile						
Non-fiction	4465			9594		
Fiction	33125			28825		
Other	33	37623		22	33441	
GRAND TOTAL			51997			46252 + 12.44%

REGISTRATION February 1951

	1951		1950		
MAIN LIBRARY					
Adult Department					
New borrowers	286		229		
Transients	11		2		
Re-registered	116	413	184	415	-.48%
Boys and Girls Dept.					
New borrowers	151		128		
Re-registered	17	168	15	143	+ 17.48%
Bookmobile					
New borrowers	87		124		
Re-registered	21	108	21	145	-25.51%
Garret Branch					
New borrowers	19		24		
Re-registered	9	28	26	50	-44%
GRAND TOTAL					
New borrowers	554		507		
Re-registered	163		246		
Total		717		753	-4.91%

REPORT OF THE LIBRARIAN

FOR

MARCH 1951

An increase of 8% in the library's circulation of books occurred in March, over March of 1950. 787 more borrowers registered for cards, an increase of 13%. Total registration is now 25,451, the highest ever. The previous high occurred last September. Requests for information and reference service came to 2476, which is 9% more than last year.

During March a re-examination of the periodical binding list was undertaken, the object being to determine which titles should be bound, which preserved on microfilm, and which held for a period and then discarded. The heads of the Circulation and Reference Departments, Mr Simmons, in charge of periodicals processing, and myself, went through the entire list, title by title, of about 380 periodicals now being received. Each title was evaluated as to the following points: current use and permanent value for this community; size and cost of binding; space required for housing; present holdings in the library; its relation to other journals in the same field and to the book collection; the rate of obsolescence of the subject matter. Information on some titles was exchanged with the libraries of Morris Harvey, West Virginia State College, and Carbide, to gain facts on local needs and unnecessary duplication. Accessibility of the materials through various indexes and bibliographies was an important consideration. Appraisals in standard annotated lists of periodicals were used. The result led to dropping 28 titles from binding, the addition of 14 others to the list, and the finding of ten titles which it seemed practicable to have on microfilm. The decision on a dozen others was suspended for further study and a 12 month measure of use. Also

some titles will be dropped and others added when the next subscription year begins in January 1952.

Some space will have been saved, and the selection of titles has been improved. The staff most directly responsible for public service has had a refresher course in the fundamentals of book selection as applied to periodicals. The entire project was facilitated by the work last summer in overhauling the subscription list. Many compromises have to be made among the forces of public requests, space, cost, and all the factors mentioned above, but I believe the periodical subscription and binding lists are now in excellent shape.

The Circulation Department displays included two cases devoted to Mr Butler's new novel and his poetry. There were other displays on antiques, gardening, and Protestant and Roman Catholic books for Lent. The picture collection received 45 glossy prints of ballet photographs from Mr Scott Kirkpatrick, advance agent of the Ballet Theatre, recently at the auditorium. In an interview published in the Charleston Gazette, he gave very favorable publicity to our materials on ballet, and the the picture collection in general.

The Catalog Department processed 1960 books, including 66 gifts, 306 for South Charleston, and 474 Ritz books. Book bills for the month amount to $2,037.08 and book orders placed approximated $2,949.

Thirty members of the Kanawha County Farm Woman's Club visited the library. They were given a tour and an explanation of services. Borrower cards were issued to all those not already registered.

Respectfully submitted,

Robert North, Jr.

CIRCULATION March 1951

	1951			1950			
EXTENSION DEPARTMENT							
Bookmobile							
Adult Books							
Non-fiction	598			775			
Fiction	1857	2455		2202	2977		
Juvenile Books							
Non-fiction	1285			1506			
Fiction	5047	6332		6434	7940		
YA Collection							
Non-fiction	127			163			
Fiction	581	708		338	501		
Teachers' Coll. Adult							
Non-fiction	—			—			
Fiction	—	—		—	—		
Teachers' Coll. Juv.							
Non-fiction	108			242			
Fiction	3500	3608		3139	3381		
Teachers' Coll. YA							
Non-fiction	—			—			
Fiction	—	—		—	—		
Total Teachers' Coll.					3381		
Total Bookmobile			12103			14799	- 11.52%
Deposit Collection							
Adult							
Non-fiction	21			12			
Fiction	50	71		92	104		
YA Collection							
Non-fiction	13			8			
Fiction	93	106		17	25		
Juvenile Coll.							
Non-fiction	883			41			
Fiction	5151	6034		1908	1949		
Total Deposit Collection			6211			2078	198.89%
(½ of 1 yr. circ. ending 3/50 and 3/51)			(7918)			(5654)	(40.04%)
Total Extension Department			19314			16877	14.43%
Revised total			(21021)			(20453)	(2.77%)

	1951			1950			
MAIN LIBRARY							
Adult Department							
Non-fiction	4627			4176			
Fiction	3567			3935			
Pamphlets	158			116			
Periodicals	1			24			
Pictures	365			316			
Total		8718			8567		
YA Collection							
Non-fiction	228			227			
Fiction	824	1052		591	818		
Total Adult Dept.			9770			9385	4.10%
B. & G. Dept.							
Non-fiction	1436			1081			
Fiction	6113			6179			
Pamphlets							
Periodicals	33			5			
Total		7582			7265		
Teachers' Collection							
Non-fiction	1503			774			
Fiction	13586	15089		11626	12400		
Total B. & G. Dept.			22671			19665	15.28%
Total for Main Library			32441			29050	11.67%
GARNET BRANCH							
Adult							
Non-fiction	177			237			
Fiction	222			283			
Periodicals	16	448		40	560		
Pamphlets	33						
Juvenile							
Non-fiction	106			137			
Fiction	221			230			
Periodicals		327	775		367	927	- 16.39%
GRAND TOTAL FOR ALL DEPARTMENTS			52530			46654	+ 12.11%
Reflecting Deposit Collection			(54237)			(50439)	+(7.54%)
SUMMARY							
Adult							
Non-fiction	5423			5200			
Fiction	5696			6512			
Other	573	11692		496	12208		
YA							
Non-fiction	368			398			
Fiction	1498	1866		946	1344		
Juvenile							
Non-fiction	5321			3721			
Fiction	33618			29516			
Other	33	38972		5	33302		
GRAND TOTAL							

REGISTRATION March 1951

	1951		1950			
MAIN LIBRARY						
Adult Department						
New borrowers	298		228			
Transients	4		2			
Re-registered	108	410	136	366	+	12.02%
Boys and Girls Dept.						
New borrowers	175		135			
Re-registered	19	194	18	153	+	26.79%
Bookmobile						
New borrowers	117		106			
Re-registered	35	152	28	134	+	13.43%
Garnet Branch						
New borrowers	23		25			
Re-registered	8	31	19	44	-	29.5
GRAND TOTAL						
New borrowers	617		496			
Re-registered	170		201			
Total		787		697	+	12.91

REPORT OF THE LIBRARIAN

FOR

APRIL 1951

Another increase has occurred in total library circulation, which is 14.8% above April 1950. Increases came in all parts of the service except adult circulation at the main library, which showed no change. Garnet Branch turned in an increase, the first up turn over the previous year in 22 months.

The Circulation Department produced a bibliography on mental health for the Citizens' Mental Health Committee, which That organization is mailing it to its 275 members as part of its observance of Mental Health Week. A few other copies are being used at the State Mental Health Bureau. This is a good example of what the library can do, so far as time allows, to bring its resources and services to the attention of group interests. In this same connection the librarian took part in a radio panel discussion on station WTIP (May 2.)

The Circulation Department made preparation for an intensive campaign to secure the return of overdue books, the chief motivation being no fines for those returned in May. We have had good cooperation from schools and colleges and hope the moratorium will be a success.

The Commerce Clearing House gave us 300 government postal cards with the library imprint calling attention to their three services to which we subscribe. The Reference Department mailed them to individuals in local business concerns, especially those near the library.

In the Extension Department, the new book bags have arrived and are facilitating the preparation of next fall's deposit collections.

Two librarians have resigned, effective the middle of June: Mrs

Benjamin Puno, employed in the Extension Department since January, and Mrs Edward Wharton assistant in the Reference Department, who has been with the library nearly six years. In the six weeks after sending inquiries to 36 accredited library schools, I have not yet landed anyone for ~~the two~~ either position~~s~~.

After a long series of disappointments we have finally employed two good janitors who take pride in their work and are getting things done.

The Catalog Department processed 1,023 books and invoices for incoming material come to $2,345.49. The cataloging of new titles from the Ritz Collection is practically complete, the books are available for use and the special cataloger has left. Duplicates are yet to be treated but can be handled rapidly. Disposal of the remainders is awaiting legal clarification. A full report on the Ritz books will be made when the job is completed.

Respectfully submitted,

CIRCULATION April 1951

	1951			1950			
EXTENSION DEPARTMENT							
Bookmobile							
Adult Books							
Non-fiction	642			712			
Fiction	1779	2421		1612	2324		
Juvenile Books							
Non-fiction	1513			1187			
Fiction	5243	6756		5432	6619		
YA Collection							
Non-fiction	157			119			
Fiction	589	746		321	440		
Teachers' Coll. Adult							
Non-fiction							
Fiction							
Teachers' Coll. Juv.							
Non-fiction	132						
Fiction	2614	2746		2261	2261		
Teachers' Coll. YA							
Non-fiction							
Fiction							
Total Teachers' Coll.							
Total Bookmobile			12669			11644	+ 8.80%
Deposit Collection							
Adult							
Non-fiction	15			8			
Fiction	75	90		71	79		
YA Collection							
Non-fiction	13			5			
Fiction	74	87		2	7		
Juvenile Coll.							
Non-fiction	175			144			
Fiction	5690	5865		542	686		
Total Deposit Collection			6042			772	+ 682.64%
(½ of 1 yr. circulation ending 4/50 and 4/51)			(8357)			(5559)	+ (50.33%)
Total Extension Department			18711			12416	+ 50.70%
			(21026)			(17203)	+ (22.80%)

	1951			1950			
MAIN LIBRARY							
Adult Department							
Non-fiction	4035			3735			
Fiction	2965			3237			
Pamphlets	148			118			
Periodicals	0			17			
Pictures	150			346			
Total		7298			7453		
YA Collection							
Non-fiction	208			185			
Fiction	696	904		567	752		
Total Adult Dept.			8202			8205	- .036%
B. & G. Dept.							
Non-fiction	1089			1014			
Fiction	5654			5753			
Pamphlets				2			
Periodicals	32			21			
Total		6775			6790		
Teachers' Collection							
Non-fiction	1164			350			
Fiction	11850	13014		10124	10474		
Total B. & G. Dept.			19789			17264	+ 14.62%
Total for Main Library			27991			25469	+ 9.9%
GARNET BRANCH							
Adult							
Non-fiction	201			180			
Fiction	250			211			
Periodicals	9	537		17	408		
Pamphlets	77						
Juvenile							
Non-fiction	113			168			
Fiction	238			222			
Periodicals	0	351	888		390	798	+ 11.27%
GRAND TOTAL FOR ALL DEPARTMENTS			47590			38683	+ 23.02%
Revised total			(49905)			(43470)	+ (14.80%)
SUMMARY							
Adult							
Non-fiction	4893			4635			
Fiction	5069			5131			
Other	384	10346		498	10264		
YA							
Non-fiction	378			309			
Fiction	1359	1737		890	1199		
Juvenile							
Non-fiction	4186			2863			
Fiction	31289			24334			
Other	32	35507		23	27220		
GRAND TOTAL			47590			38683	+ 23.02%
			(49905)			(43470)	+(14.80%)

REGISTRATION April 1951

	1951		1950		
MAIN LIBRARY					
Adult Department					
New borrowers	266		238		
Transients	6		4		
Re-registered	86	358	133	375	− 4.53
Boys and Girls Dept.					
New borrowers	86		135		
Re-registered	23	109	14	149	− 26.8%
Bookmobile					
New borrowers	125		92		
Re-registered	22	147	20	112	+ 31.25%
Garnet Branch					
New borrowers	20		13		
Re-registered	8	28	10	23	+ 21.73%
GRAND TOTAL					
New borrowers	503		482		
Re-registered	139		177		
Total		~~642~~		659	−2.59%

REPORT OF THE LIBRARIAN

FOR

May 1951

The circulation figures show a 17.5% increase over this month last year for the library as a whole. The increase occurred in all departments except Garnet Branch which reported a decline.

At its last meeting the Library Board ratified a recommendation of its Garnet Branch Committee that the Garnet Branch Library Board extend its library service directly to the school as a high school library. At a joint meeting of our committee and Garnet's Board on May 10th the recommendation was adopted. As directed, the two librarians are working out the details for the approval of the presidents of the two boards. This new phase of Garnet's work will greatly increase the value received for the expenditure, and is reflected in Garnet's budget for 1951/52.

The recataloging project at Garnet which has been going on since last September is being pushed this summer and with help from our catalog department it is hoped to complete the non-fiction by the end of September. A good catalog is necessary in about any library and it will especially improve Garnet's value to the students.

The summer bookmobile schedule includes a change for Dunbar. By omitting a week stop at Cross Lanes and rearranging some other stops in that locality to reduce travel time, Dunbar, the point of heaviest circulation, will have 7 hours instead of 4 1/4. All stops are bi-weekly.

The assistant reference librarian's position has been filled effective June 1st. It is hoped the assistant extension librarian's position will be filled July 1st. The assistant catalog librarian has resigned effective June 15th, 1951.

The budget balance on June 1st was $6,865.66. The salaries for June and invoices for other expenditures will reduce the balance for June 30th to $27.92.

Respectfully submitted,

CIRCULATION May 1951

	1951			1950		
EXTENSION DEPARTMENT						
Bookmobile						
Adult Books						
Non-fiction	511			519		
Fiction	1660	2171		1715	2234	
Juvenile Books						
Non-fiction	1281			1032		
Fiction	4408	5689		4411	5443	
YA Collection						
Non-fiction	120			119		
Fiction	514	634		363	482	
Teachers' Coll. Adult						
Non-fiction						
Fiction						
Teachers' Coll. Juv.						
Non-fiction	196			202		
Fiction	2267	2463		1321	1523	
Teachers' Coll. YA						
Non-fiction						
Fiction						
Total Teachers' Coll.					1523	
Total Bookmobile			10957			9682 / 13.16%
Deposit Collection						
Adult						
Non-fiction	17			6		
Fiction	105	122		70	76	
YA Collection						
Non-fiction	37			43		
Fiction	79	116		103	146	
Juvenile Coll.						
Non-fiction	1752			1984		
Fiction	13988	15740		15445	17429	
Total Deposit Collection			15978			17651 - 9.47%
(1/12 of 1 yr's circ. ending 5/50 and 5/51.)			(8138)			(5468) / (48.81%)
Total Extension Department			26935			27333 - 1.45%
			(19095)			(15150) / (26.03%)

	1951			1950			
MAIN LIBRARY							
Adult Department							
Non-fiction	3225			3092			
Fiction	2840			3010			
Pamphlets	122			77			
Periodicals				25			
Pictures	127			74			
Total		6314			6278		
YA Collection							
Non-fiction	165			158			
Fiction	685	850		605	763		
Total Adult Dept.			7164			7041	+ 1.74%
B. & G. Dept.							
Non-fiction	1180			1104			
Fiction	5685			5604			
Pamphlets							
Periodicals	57			1			
Total		6922			6709		
Teachers' Collection							
Non-fiction	1272			11876			
Fiction	15335	16607		1468	13344		
Total B. & G. Dept.			23529			20053	+ 17.03%
Total for Main Library			30693			27094	+ 13.25%
GARNET BRANCH							
Adult							
Non-fiction	202			225			
Fiction	131			156			
Periodicals	16	365		30	411		
Pamphlets							
Juvenile							
Non-fiction	64			101			
Fiction	142			190			
Periodicals		206	571	7	298	709	- 18.05%
GRAND TOTAL FOR ALL DEPARTMENTS			58199			55136	+ 5.53%
Revised Total			(50359)			(42953)	+ (17.24%)
SUMMARY							
Adult							
Non-fiction	3955			3842			
Fiction	4736			4951			
Other	281	8972		206	8999		
YA							
Non-fiction	322			320			
Fiction	1278	1600		1071	1391		
Juvenile							
Non-fiction	5745			5891 ~~16299~~			
Fiction	41825			~~28439~~ 28,857			
Other	57	47627			44746		
GRAND TOTAL			58199			55136	+ 5.53%

REGISTRATION May 1951

	1951		1950		
MAIN LIBRARY					
Adult Department					
New borrowers	203		163		
Transients	3		4		
Re-registered	81	287	98	265	+ 8.30%
Boys and Girls Dept.					
New borrowers	159		164		
Re-registered	18	177	17	181	- 2.26%
Bookmobile					
New borrowers	100		117		
Re-registered	21	121	29	146	- 17.12%
Garnet Branch					
New borrowers	18		37		
Re-registered	2	20	29	66	- 69.69%
GRAND TOTAL					
New borrowers	4831		485		
Re-registered	122		173		
Total		605		658	- 8.54%

REPORT OF THE LIBRARIAN

FOR

JUNE 1951

Eight hundred copies of the Annual Report for 1950/51 were printed. Last year's mailing list was revised and extended so that 457 copies were mailed to Charleston addresses, and 117 to the rest of the county. Others went to various places in the state, to all the library schools, and a few libraries exchanging reports with us. 141 went to offices of doctors and dentists and to barber and beauty shops with a request that they be put in waiting rooms for their clientele. For the most part they went to home addresses, and were addressed to husband and wife.

The circulation of books in June was 17.5% below that of a year ago. May, on the otherhand, showed an increase of approximately the same amount. Reasons for individual monthly changes are not always apparent. But in any 12 month period of recent years the trend of library use has been upward and it still is.

The vacancy of librarian assistant in the extension department has been filled with a 1951 graduate of the University of Washington in Seattle. The vacancy of librarian assistant in the catalog department is still unfilled.

The new salary scales in the 1951/52 budget are a real satisfaction to the staff, and put the library in a much better position to secure good librarians.

Vacation substitutes have been secured.

Two department heads attended the Morris Harvey institute June 27 on the role of women in community life.

The experiment in May of omitting fines to induce the return of the large overdue books was only a moderate success, working better for the recent overdues than the older. Of the remaining 1951 overdues 91% came in, but only 17.4% of the 1950 overdues were returned. There remain only 85 books overdue from the first 4 months of 1951, campared to about 160 for the same period of 1950. Hence, the campaign was successful for the more recent books only.

During May, also as a trial, at the suggestion of the board, bills were sent quoting the law on wilful retention to 16 people. Fifteen responded within a short time. While this is a small sampling, it seems clear that to quote the law is effective, and we are preparing a new bill form to do that. The only question now is whether the board would be willing to take legal action when it seems advisable.

Respectfully submitted,

CIRCULATION June 1951

	1951			1950		
EXTENSION DEPARTMENT						
Bookmobile						
Adult Books						
Non-fiction	434			523		
Fiction	1651	2085		1995	2518	[illegible]
Juvenile Books						
Non-fiction	965			776		
Fiction	4003	4968		4543	5319	
YA Collection						
Non-fiction	84			115		
Fiction	421	505		359	474	
Teachers' Coll. Adult						
Non-fiction						
Fiction						
Teachers' Coll. Juv.						
Non-fiction						
Fiction						
Teachers' Coll. YA						
Non-fiction						
Fiction						
Total Teachers' Coll.						
Total Bookmobile			7558			8311 - 9.06%
Deposit Collection						
Adult						
Non-fiction	82			30		
Fiction	130	212		263	293	
YA Collection						
Non-fiction	27			145		
Fiction	104	131		660	805	
Juvenile Coll.						
Non-fiction	4200			2551		
Fiction	23197	27397		31345	33896	
Total Deposit Collection			27740			34994 - 20.7%
(1/12 of 1 year's circ. ending 6/51 & 6/50)			(7533)			(7729) - (2.52%)
Total Extension Department			35298			43305 - 11.5%
			(15091)			(15440) - (2.26%)

CIRCULATION June 1951

	1951			1950		
MAIN LIBRARY						
Adult Department						
Non-fiction	3065			3187		
Fiction	3133			3442		
Pamphlets	51			53		
Periodicals				12		
Pictures	278			226		
Total		6527			6920	
YA Collection						
Non-fiction	183			186		
Fiction	877	1060		851	1037	
Total Adult Dept.			7587			7957 - 4.6%
B. & G. Dept.						
Non-fiction	1138			1039		
Fiction	7071			6089		
Pamphlets						
Periodicals	39			7		
Total		8248			7135	
Teachers' Collection						
Non-fiction	274			1035		
Fiction	1016	1290		3895	4930	
Total B. & G. Dept.			9538			12065 - 20.9%
Total for Main Library			17125			20022 - 14.9%
GARNET BRANCH						
Adult						
Non-fiction	96			148		
Fiction	138			164		
Periodicals	19	253		9	321	
Juvenile						
Non-fiction	43			91		
Fiction	99			167		
Periodicals		142	395		258	579 - 46.5%
GRAND TOTAL FOR ALL DEPARTMENTS			52818			63906 - 17.5%
(Reflecting deposit colls. revision)			(32611)			(36032)-(9.4%)
SUMMARY						
Adult						
Non-fiction	3677			3888		
Fiction	5052			5864		
Other	348	9077		300	10052	
YA						
Non-fiction	294			446		
Fiction	1402	1696		1870	2316	
Juvenile						
Non-fiction	6620			5492		
Fiction	35386			46039		
Other	39	42045		7	51538	
GRAND TOTAL			52818			63906

REGISTRATION June 1951

	1951		1950		
MAIN LIBRARY					
Adult Department					
New borrowers	239		232		
Transients	1		2		
Re-registered	103	343	169	403	- 14.88%
Boys and Girls Dept.					
New borrowers	174		173		
Re-registered	21	195	28	201	- 2.98%
Bookmobile					
New borrowers	253		190		
Re-registered	40	293	52	242	+ 21.07
Garnet Branch					
New borrowers	5		9		
Re-registered	2	7	12	21	- 66.6%
GRAND TOTAL					
New borrowers	672		606		
Re-registered	166		261		
Total		838		867	- 3.46%

REPORT OF THE LIBRARIAN

FOR

JULY AND AUGUST 1951

Circulation records for July and August show little change from the same months of last year.

July showed a ¼% increase over the previous year, with slight increases for the Boys and Girls Department and Bookmobile, and a decrease for the main Circulation Department.

In August the increase was 1.7%, with another increase in Boys and Girls Department and slight decreases for the Bookmobile and Main Circulation Department.

Registration of borrowers showed decreases of 12% and 17% respectively for July and August. The total registration is still at its peak, however, because the number of borrowers cards issued was greater than the number expiring in the same period.

Closing the library on Saturdays at 5:00 p.m. elicited no criticism and apparently no inconvenience to the public, so far as can be determined, and a few approving comments were received. It was a great help in scheduling the staff during the vacation season and in augmenting service during the busier hours.

It has been difficult to find bookmobile drivers for Mr House's vacation. Because the school bus drivers were either attending the drivers' school or otherwise unavailable it was necessary to use drivers of the International Teamsters Union at $1.42 an hour. I should like board approval on this point.

Sickness as well as vacations in the clerical staff delayed mailing of the notices for long overdue books. January through November 1950

have been sent. December 1950 through April 1951 remain. The results of this will not be known for another month. As a by-product of studying the overdue procedures a new post card form for first notices was devised which cuts in half the time to prepare them, thus saving an overage of 12 hours a week of clerical time for the three departments involved.

Although the assistant cataloger has not yet been replaced the department completed processing of 2,253 volumes during the two months. Among these were 169 more volumes from the Ritz collection, chiefly duplicates. Help was given to the recataloging of Garnet Branch by doing 176 volumes of non-fiction.

During the summer the University of Chicago Press had a sale of some of its titles averaging less than half price. We purchased 30 volumes. Earlier in the year a similar opportunity was taken at Yale University Press to buy a number of books at 50% discount.

The fiction collection is being improved by the purchase from second-hand dealers of extra copies, replacements, and titles of value, not hitherto in the collection. Prices per copy for such books run from 75 cents to one dollar. The prompt checking of sizeable second-hand fiction catalogs is a very efficient way to help maintain the fiction collection.

During July and August $4,307.62 was spent for books and $1,467.14 for binding and prebinding.

The Child Study League, under the guidance of Mrs John Pianfetti, voted to give its collection of books and periodicals to the library. They are ready for use. In exchange we will be able to give better service to the members and have invited their suggestions for titles to be added. Some of the member groups intend to give the library additional books from time to time.

The American Society of Mechanical Engineers, West Virginia section, has designated the library to be a deposit for the annual A.S.M.E. Transactions.

The Extension Department has prepared 245 deposit collections for delivery next week to county schools. They contain over 7,000 volumes and will serve 6,616 pupils.

In July I attended the convention of the American Library Association in Chicago which opened the celebration of its 75th anniversary. During the week I had appointments with ALA headquarters staff to discuss problems relating to board size and organization, to public library branches in school buildings, and to personnel.

Respectfully submitted,

Robert Nath, Jr.

Librarian

CIRCULATION July 1951

	1951			1950			
EXTENSION DEPARTMENT							
Bookmobile							
Adult Books							
Non-fiction	424			523			
Fiction	1706	2160		1793	2316		- 8.33%
Juvenile Books							
Non-fiction	974			771			
Fiction	4140	5114		4000	4771		
YA Collection							
Non-fiction	71			123			
Fiction	391	462		373	496		
Teachers' Coll. Adult							
Non-fiction	———			———			
Fiction	———	———		———	———		
Teachers' Coll. Juv.							
Non-fiction	———			———			
Fiction	———	———		———	———		
Teachers' Coll. YA							
Non-fiction	———			———			
Fiction	———	———		———	———		
Total Teachers' Coll.		———			———		
Total Bookmobile			7706			7583	+ .622%
Deposit Collection							
Adult							
Non-fiction	20			———			
Fiction	46	66		3	3		
YA Collection							
Non-fiction	18			———			
Fiction	44	92		30	30		
Juvenile Coll.							
Non-fiction	931			20			
Fiction	6295	7226		73	93		
Total Deposit Collection			7384			126	+ 5760.3%
1/12 of 1 years circ. ending 7/50 and 7/51			(8138)			(7677)	+ (6.26%)
Total Extension Department			15090			7709	+ 95.7%
Revised total			(15844)			(15260)	+(3.82%)

CIRCULATION July 1951

	1951			1950			
MAIN LIBRARY							
Adult Department							
Non-fiction	3262			3402			
Fiction	3636			3838			
Pamphlets	34			33			
Periodicals	171			22			
Pictures				323			
Total		7103			7618		
YA Collection							
Non-fiction	169			214			
Fiction	922	1091		904	1118		
Total Adult Dept.			8194			8736	— 6.20%
B. & G. Dept.							
Non-fiction	968			967			
Fiction	5943			5500			
Pamphlets				1			
Periodicals	24			5			
Total		6935			6473		
Teachers' Collection							
Non-fiction	192			99			
Fiction	814	1006		786	885		
Total B. & G. Dept.			7941			7358	+ 7.92%
Total for Main Library			16135			16094	+ .254%
GARNET BRANCH							
Adult							
Non-fiction	107			117			
Fiction	146			181			
Periodicals	15	268		9	307		
Juvenile							
Non-fiction	33			61			
Fiction	64			127			
Periodicals		97	365	17	205	512	- 28.71%
GRAND TOTAL FOR ALL DEPARTMENTS			31590			24315	+ 29.9%
Reflecting Dep.Col. Revision			(32344)			(31866)	+(1.5%)
SUMMARY							
Adult							
Non-fiction	3813			4051			
Fiction	5534			5815			
Other	220	9567		378	10244		
YA							
Non-fiction	258			337			
Fiction	1387	1645		1307	1644		
Juvenile							
Non-fiction	3098			1918			
Fiction	17256			10486			
Other	24	20378		23	12427		
GRAND TOTAL			31590			24315	+ 29.9%

REGISTRATION July 1951

	1951		1950		
MAIN LIBRARY					
Adult Department					
New borrowers	257		225		
Transients			5		
Re-registered	82	339	164	394	- 13.95%
Boys and Girls Dept.					
New borrowers	118		116		
Re-registered	8	126	22	138	- 8.70%
Bookmobile					
New borrowers	131		141		
Re-registered	27	158	21	162	- 2.46%
Garnet Branch					
New borrowers	3		7		
Re-registered	3	6	13	20	- 70.%
GRAND TOTAL					
New borrowers	509		494		
Re-registered	120		220		
Total		629		714	- 11.9%

CIRCULATION August 1951

	1951			1950		
EXTENSION DEPARTMENT						
Bookmobile						
Adult Books						
Non-fiction	445			510		
Fiction	1865	2310		2068	2578	— 10.3%
Juvenile Books						
Non-fiction	1029			792		
Fiction	4027	5056		4043	4835	
YA Collection						
Non-fiction	106			114		
Fiction	447	553		418	532	
Teachers' Coll. Adult						
Non-fiction						
Fiction					0	
Teachers' Coll. Juv.						
Non-fiction						
Fiction					0	
Teachers' Coll. YA						
Non-fiction						
Fiction					0	
Total Teachers' Coll.					0	
Total Bookmobile			7919			7945 - .32%
Deposit Collection						
Adult						
Non-fiction	6			4		
Fiction	46	52		74	78	
YA Collection						
Non-fiction	6			3		
Fiction	69	75		15	18	
Juvenile Coll.						
Non-fiction	49			9		
Fiction	333	382		463	472	
Total Deposit Collection			509			568 - 10.03%
1/12 of 1 year's circ. ending 8/50 and 8/51			(8133)			(7691) +(5.75%)
Total Extension Department			8428			8513 - .998%
Revised total			(16052)			(15636) +(2.66%)

	1951			1950		
MAIN LIBRARY						
Adult Department						
Non-fiction	3286			3497		
Fiction	3747			3716		
Pamphlets	48			68		
Periodicals				13		
Pictures	93			214		
Total		7174			7508	
YA Collection						
Non-fiction	190			257		
Fiction	864	1054		906	1163	
Total Adult Dept.			8228			8671 - 5.10%
B. & G. Dept.						
Non-fiction	837			921		
Fiction	6335			5191		
Pamphlets	8					
Periodicals	25			6		
Total		7205			6118	
Teachers' Collection						
Non-fiction						
Fiction						
Total B. & G. Dept.			7205			6118+10.8%
Total for Main Library			15433			14789+3.67%
GARNET BRANCH						
Adult						
Non-fiction	102			85		
Fiction	116			172		
Periodicals	1	222		4	261	
Pamphlets	3					
Juvenile						
Non-fiction	22			46		
Fiction	51			143		
Periodicals		73	295	3	192	453 - 34.8%
GRAND TOTAL FOR ALL DEPARTMENTS			24156 (31780)			23755+1.68% (30878)+(2.92%)
SUMMARY						
Adult						
Non-fiction	3839			4096		
Fiction	5774			6030		
Other	145	9758		299	10425	
YA						
Non-fiction	302			374		
Fiction	1380	1682		1339	1713	
Juvenile						
Non-fiction	1937			1768		
Fiction	10746			9840		
Other	33	12716		9	11617	
GRAND TOTAL			24,156			23755+1.68%

REGISTRATION August 1951

	1951		1950		
MAIN LIBRARY					
Adult Department					
New borrowers	232		242		
Transients	2		8		
Re-registered	93	327	161	411	- 20.4%
Boys and Girls Dept.					
New borrowers	104		86		
Re-registered	17	121	11	97	+ 24.7%
Bookmobile					
New borrowers	110		140		
Re-registered	23	133	35	175	- 24%
Garnet Branch					
New borrowers	5		5		
Re-registered	2	7	17	22	- 68.1%
GRAND TOTAL					
New borrowers	453		481		
Re-registered	135		224		
Total		588		705	- 16.59%

REPORT OF THE LIBRARIAN

FOR

SEPTEMBER 1951

Library book circulation increased slightly over 2% from September last year with variations in individual departments rather narrow. The registration of borrowers declined 13.6% from last year. This is the sixth successive month showing a decrease in registration on twelve month comparisons.

The pamphlet collection has just had a weeding out and revision of subject headings to fit those of the card catalog. A new step has been taken here: the placing of blue cards in the main catalog for each heading and for pamphlets. Each card refers to the pamphlet file for additional, uncataloged material on the subject. This will help both staff and public to a fuller use of this material. Any change in headings among the pamphlets will have a corresponding change among the blue cards thus keeping them up to date.

The plan reported several months ago for cataloging our maps, is now being carried out. 79 maps were cataloged this month. Essentially the method combines the use of Library of Congress cards and the classification scheme ~~of the~~ maps in the State Department library.

Among the exhibits were two of paintings by Charleston artists and a showing of reference works in chemistry carried over from National Chemistry Week.

The Catalog Department processed 940 volumes, somewhat less than normal due to slower delivery of orders. About 350 gifts were received of which 105 were added to the collection. They included numerous specialized works on philately, others on architecture and building construction, and some fiction.

To the selected list of books published in the Sunday newspapers, a group of Reference works is being added regularly.

The Boys and Girls Department prepared and issued 33 collections to teachers comprising 1,078 volumes.

A separate report on the overdue books is called for later on today's agenda.

Respectfully submitted,

Robert N. Wilh. Jr.

Librarian

CIRCULATION September 1951

	1951			1950			
EXTENSION DEPARTMENT							
Bookmobile							
Adult Books							
Non-fiction	369			445			
Fiction	1443	1812		1541	1996		— 9.22%
Juvenile Books							
Non-fiction	667			435			
Fiction	2625	3292		2661	3096		
YA Collection							
Non-fiction	44			82			
Fiction	306	350		270	352		
Teachers' Coll. Adult							
Non-fiction							
Fiction							
Teachers' Coll. Juv.							
Non-fiction							
Fiction	42	42					
Teachers' Coll. YA							
Non-fiction							
Fiction							
Total Teachers' Coll.		42					
Total Bookmobile			5496			5444	+ .95%
Deposit Collection							
Adult							
Non-fiction	29			9			
Fiction	74	103		33	42		
YA Collection							
Non-fiction	5						
Fiction	94	99		4	4		
Juvenile Coll.							
Non-fiction	49			9			
Fiction	561	610		267	276		
Total Deposit Collection			812			322	+ 121.1%
(1/12 of 1 year's circ. ending 9/51 and 9/50)			(8167)			(7619)	+ (7.19%)
Total Extension Department			6308			5766	+ 9.40%
Revised Total			(14475)			(13129)	

	1951			1950			
MAIN LIBRARY							
Adult Department							
Non-fiction	2978			3211			
Fiction	3267			3415			
Pamphlets	32			57			
Periodicals				14			
Pictures	298			189			
Total		6575			6886		
YA Collection							
Non-fiction	176			228			
Fiction	585	761		741	969		
Total Adult Dept.			7336			7855	- 6.60%
B. & G. Dept.							
Non-fiction	710			973			
Fiction	3835			4894			
Pamphlets	1			1			
Periodicals	21			29			
Total		4567			5897		
Teachers' Collection							
Non-fiction	500			210			
Fiction	1500	2000		415	625		
Total B. & G. Dept.			6567			6522	.68%
Total for Main Library			13903			14377	- 3.2%
GARNET BRANCH							
Adult							
Non-fiction	62			125			
Fiction	90			180			
Periodicals	2	157		16	321		
Pamphlets	3						
Juvenile							
Non-fiction	22			45			
Fiction	54			78			
Periodicals		76	233		123	444	- 47.5%
GRAND TOTAL FOR ALL DEPARTMENTS			20444			20587	- .69%
Reflecting dep. colls. revisions			(28611)			(27950)	(2.36%)
SUMMARY							
Adult							
Non-fiction	3438			3800			
Fiction	4874			5169			
Other	335	8647		276	9245		
YA							
Non-fiction	225			310			
Fiction	985	1210		1015	1325		
Juvenile							
Non-fiction	1948			1672			
Fiction	8617			8315			
Other	22	10587		30	10017		
GRAND TOTAL			20444			20587	- .69%

REGISTRATION September 1951

	1951		1950		
MAIN LIBRARY					
Adult Department					
New borrowers	255		242		
Transients	5		1		
Re-registered	99	359	149	392	- 8.4%
Boys and Girls Dept.					
New borrowers	114		164		
Re-registered	8	122	18	182	-32%
Bookmobile					
New borrowers	112		118		
Re-registered	16	128	15	133	- 3.75%
Garnet Branch					
New borrowers	33		36		
Re-registered	4	37	5	41	- 9.97%
GRAND TOTAL					
New borrowers	519		561		
Re-registered	127		187		
Total		646		748	- 13.6%

Reference Questions Handled

Circ.	Ref.	Garnet	Total
1470	303	2	1775

Exhibits and Displays

Circ.	Ref.	B&G

REPORT OF THE LIBRARIAN

FOR

OCTOBER 1951

Book circulation has increased again over the previous year, this time by 7.7%. Children's reading accounts for most of the increase, although on the bookmobile, all categories went up.

Registration of borrowers, which my last report said had not quite been holding its own in recent 12 month comparisons, did go up in October by 7%.

The West Virginia Library Association met at the State College in Institute, October 19-20, in connection with the dedication of the new college library. Nearly all our staff worked on the arrangements and several took part in the porgrams. My wife, also a librarian, was co-chairman of the local committee with Mrs Drain of the College Library. I was elected president for the year 1951/52.

On the evening of October 22, a group of St. Albans citizens met to discuss the establishment of a library there. Colonel Phillips, myself, and two staff members were invited. The library interest in St. Albans has been developing for several years and is rapidly nearing fruition. It promises in some respects to be a sounder development than that in South Charleston, and it poses interesting problems and opportunities for our library.

Two newspaper articles, in the Daily Mail and the Gazette, appeared in October. One of them, about the bookmobile service, brought in 4 requests for new stops.

The periodical subscription list for 1952 was completed and placed with F. W. Faxon Company. It includes 300 subscriptions, at a cost of $1,499.55. This is 11.8% less than the list prices. Nineteen titles were dropped, seven others added. Additional titles which we receive can be purchased only from the publisher, while about 20 more are publications of the federal government and purchased from the Superintendent of Documents.

Eleven Charleston people gave material to the library, including 117 useable books from Mrs Clyde Johnson. Mr A. A. Barnes gave us 317 ~~500 or 600~~ volumes from his father's sizeable library. These were selected by us at his house and most of them will probably be useful additions.

The book committee met twice regarding overdue books and will present recommendations at this meeting.

I have not yet found a cataloger for the position vacant since June 1 and am now also seeking a new reference librarian.

Respectfully submitted,

Robert North, Jr.

CIRCULATION October 1951

	1951			1950		
EXTENSION DEPARTMENT						
Bookmobile						
Adult Books						
Non-fiction	495			587		
Fiction	1979	2474		1849	2436	+ 1.14%
Juvenile Books						
Non-fiction	1061			692		
Fiction	3913	4974		3374	4066	
YA Collection						
Non-fiction	95			119		
Fiction	448	543		329	448	
Teachers' Coll. Adult						
Non-fiction						
Fiction						
Teachers' Coll. Juv.						
Non-fiction	38					
Fiction	1444	1482		591	591	
Teachers' Coll. YA						
Non-fiction						
Fiction						
Total Teachers' Coll.		1482				
Total Bookmobile			9473			7541 + 25.61%
Deposit Collection						
Adult						
Non-fiction	10			21		
Fiction	43	53		69	90	
YA Collection						
Non-fiction	2			10		
Fiction	46	48		41	51	
Juvenile Coll.						
Non-fiction	31			14		
Fiction	318	349		78	92	
Total Deposit Collection (1/12 of 1 yr's. circ. ending 10/50 and 10/51)			450 (8185)			233 + 93.13% (7659) +(6.86%)
Total Extension Department (Revised Total)			9923 (17658)			7774 + 27.64% (15200) +(16.17%)

	1951			1950			
MAIN LIBRARY							
Adult Department							
Non-fiction	3645			3711			
Fiction	3567			3442			
Pamphlets	182			142			
Periodicals				19			
Pictures	179			375			
Total		7573			7689		
YA Collection							
Non-fiction	198			272			
Fiction	775	973		795	1067		
Total Adult Dept.			8546			8756	- 2.39%
B. & G. Dept.							
Non-fiction	968			975			
Fiction	5061			4802			
Pamphlets				2			
Periodicals	69			14			
Total		6098			5793		
Teachers' Collection							
Non-fiction	345			103			
Fiction	5152	5497		5095	5198		
Total B. & G. Dept.			11,595			10991	+ 5.49%
Total for Main Library			20,141			19747	+ 1.98%
GARNET BRANCH							
Adult							
Non-fiction	115			123			
Fiction	104			224			
Periodicals	28	248			347		
Pamphlets	1						
Juvenile							
Non-fiction	25			49			
Fiction	81			110			
Periodicals		106	354		159	506	- 10.27%
GRAND TOTAL FOR ALL DEPARTMENTS			30,418 (38,153)			28,027 (35424)	+ 8.53% + (7.70%)
SUMMARY							
Adult							
Non-fiction	4265			4442			
Fiction	5693			5584			
Other	390	10,348		536	10562		
YA							
Non-fiction	295			401			
Fiction	1269	1564		1165	1566		
Juvenile							
Non-fiction	2468			1833			
Fiction	15,969			14050			
Other	69	18506		16	15899		
GRAND TOTAL			30418			28027	

REGISTRATION October 1951

	1951		1950		
MAIN LIBRARY					
Adult Department					
New borrowers	316		328		
Transients	9		3		
Re-registered	109	434	119	450	- 3.55
Boys and Girls Dept.					
New borrowers	176		112		
Re-registered	15	191	16	128	+ 49.21
Bookmobile					
New borrowers	178		151		
Re-registered	24	202	44	195	+ 3.58%
Garnet Branch					
New borrowers	19		13		
Re-registered	11	30	13	26	+ 15.38%
GRAND TOTAL					
New borrowers	698		607		
Re-registered	159		192		
Total		857		799	+ 7.38%

REPORT OF THE LIBRARIAN

FOR

NOVEMBER 1951

During November total library circulation increased 18% over that of November 1950. This figure is high because the storm last year had cut business below normal. Increases ran all through the system and include the registration of borrowers.

Among the exhibits was one, "Survival Under Atomic Attack," arranged in cooperation with the Civil Defense Office of Kanawha County. It featured graphic pictures and a map of Charleston showing damage distances from the center of town. It included the library's reading matter on the subject and CDO free distributions.

Catalog Department processed 1013 volumes, placed orders for books, periodicals and binding in the amount of $3,455.16.

The University Club's Career Consultation Clinic was held this month. A letter was put in each kit calling attention to the library's materials on careers and inviting students to avail themselves of it and of staff help in its use.

The West Virginia State Magazine for December devoted to Kanawha County will have an article on the public library written by myself at the publisher's request. I had two photographs taken for the article since the magazine has no photographer. If I can get reprints they will be mailed out with the minutes.

The Kanawha Commerce for December will carry a list of material wage and pension plans compiled by the Reference Department.

Mr Charles Hopkins, editor of the Kanawha Teacher, has asked Miss Brown for an article, on how teachers and pupils can make more effective

use of the public library. The library is continually faced with the question of how it can keep up the quality of its work with the increase in quantity.

Miss Brown has also been asked to serve on the Program Advisory Committee of Station WCHS.

The librarian made one public talk.

The building has come in for its share of attention. Part of the campaign headquarters has been taken over for regular library use fitted with shelving and devoted to the processing of gifts. The rest of that area when made ready, will be devoted to the expanding collections and work of the Extension Department.

The heating system has been carefully checked over, radiator valves fixed to turn on and off, leaks fixed. The school maintenance department sent two men who spent two days checking every window sash, getting them all to slide and replacing broken sash cord.

During the early fall we were plagued with various insect pests and mice, which damaged some books stored on the ground floor and were otherwise a nuisance and a potential source of additional damage. An examination of the situation with an Orkin Company representative showed pesticide measures necessary. I have arranged with Orkin to give a monthly treatment to the entire ground floor, and all washrooms in the building.

The collection of overdue books is in progress. Evenings and Saturdays have proven the best times, but the results have only been fair. Two calls are usually necessary, sometimes three. The culprits are not at home, nobody else knows anything about it, messages are not given, books have to be rounded up in the house, etc. A final score is not yet available.

Respectfully submitted,

Robert Martin

11/2/5

CIRCULATION

November 1951

	1951			1950		
EXTENSION DEPARTMENT						
Bookmobile						
Adult Books						
Non-fiction	429			636		
Fiction	1,786	2,215		1,814	2,450	
Juvenile Books						
Non-fiction	1,096			884		
Fiction	3,770	4,866		3,997	4,881	
YA Collection						
Non-fiction	105			130		
Fiction	425	530		363	493	
Teachers' Coll. Adult						
Non-fiction	—			—		
Fiction	—	—		—	—	
Teachers' Coll. Juv.						
Non-fiction	124			32		
Fiction	3,180	3,304		1,247	1,279	
Teachers' Coll. YA						
Non-fiction	—			—		
Fiction	—	—		—	—	
Total Teachers' Coll.		3,304			1,279	
Total Bookmobile			10,915			9,103 ↑ 19.9%
Deposit Collection						
Adult						
Non-fiction	19			47		
Fiction	55	74		59	106	
YA Collection						
Non-fiction	4			—		
Fiction	114	118		5	5	
Juvenile Coll.						
Non-fiction	72			27		
Fiction	599	671		304	331	
Total Deposit Collection			863			442 ↑ 105.%
1/12 of 1 yr's circ. ending 11/50 and 11/51			(8,221)			(7,654) ↑ (7.40%)
Total Extension Department			11,778			9,545 ↑ 23.3%
Revised total			(19,136)			(16,757) ↑ (14.1%)

CIRCULATION Nov. 1951

	1951			1950		
MAIN LIBRARY						
Adult Department						
Non-fiction	3,372			3,244		
Fiction	3,243			2,984		
Pamphlets	193			143		
Periodicals	0			8		
Pictures	369			277		
Total		7,177			6,656	
YA Collection						
Non-fiction	200			214		
Fiction	652	852		740	954	
Total Adult Dept.			8,029			7,610 + 5.50%
B. & G. Dept.						
Non-fiction	997			1,027		
Fiction	5,216			4,994		
Pamphlets	2					
Periodicals	51			21		
Total		6,266			6,042	
Teachers' Collection						
Non-fiction	222			8		
Fiction	5,900	6,122		2,629	2,637	
Total B. & G. Dept.			12,388			8,679 + 42.6%
Total for Main Library			20,417			16,289 + 25.3%
GARNET BRANCH						
Adult						
Non-fiction	129			121		
Fiction	91			217		
Periodicals	20	242		6	357	
Pamphlets	2			13		
Juvenile						
Non-fiction	47			79		
Fiction	117			127		
Periodicals		164	406		206	563 - 27.8%
GRAND TOTAL FOR ALL DEPARTMENTS			32,601			26,397 + 23.4%
Revised total			(39,959)			(33,609) + (18.%)
SUMMARY						
Adult						
Non-fiction	3,949			4,048		
Fiction	5,175			5,074		
Other	584	9,708		447	9,569	
YA						
Non-fiction	309			344		
Fiction	1,191	1,500		1,108	1,452	
Juvenile						
Non-fiction	2,558			2,057		
Fiction	18,782			13,298		
Other	53	21,393		21	15,376	
GRAND TOTAL			32,601			26,397 + 23.4%
			(39,959)			(33,609) + (18.%)

REGISTRATION November 1951

	1951		1950		
MAIN LIBRARY					
Adult Department					
New borrowers	308		253		
Transients	3		4		
Re-registered	94	405	111	368	+ 10.05%
Boys and Girls Dept.					
New borrowers	157		120		
Re-registered	14	171	11	131	+ 30.5%
Bookmobile					
New borrowers	97		72		
Re-registered	24	121	23	95	+ 27.36%
Garrett Branch					
New borrowers	14		12		
Re-registered	3	17	8	20	- 17.6%
GRAND TOTAL					
New borrowers	579		461		
Re-registered	135		153		
Total		714		614	+ 16.%

REPORT OF THE LIBRARIAN

FOR

DECEMBER 1951

Book use during December fell off from the previous December by 4% but registration of borrowers increased.

Catalog Department completed processing of 820 volumes. The December book bill summary shows expenditures for books, binding and periodicals of $2,018.49.

Reference Department, short staffed, handled an unusually heavy amount of work with students home on vacation with papers to write as did also the Circulation Department. A number of favorable comments were received on the library's facilities. The holiday season was also reflected in the many requests for help in programs, pageants, plays and other festival celebrations.

In the Extension Department, the bookmobile was immobilized three days for engine repairs. The midyear exchange of deposit collections began with those along the worst winter roads.

Gifts during the month include the fourth annual subscription to the periodical Progressive given by Mr and Mrs Pianfetti.

The overdue books project has come to a close and a separate resumé of the results is being made.

The chief accomplishment of the month was the securing of a new assistant cataloger. The staff is now complete for the first time since July 1.

Respectfully submitted,

Robert North, Jr

Robert North, Jr
Librarian

January 4, 1952

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[illegible]

[illegible] Department [illegible] [illegible] [illegible]

CIRCULATION DECEMBER 1951

	1951			1950			
EXTENSION DEPARTMENT							
Bookmobile							
Adult Books							
Non-fiction	308			471			
Fiction	1,364	1,672		1,618	2,089		
Juvenile Books							
Non-fiction	808			905			
Fiction	2,905	3,713		4,420	5,325		
YA Collection							
Non-fiction	62			109			
Fiction	349	411		336	445		
Teachers' Coll. Adult							
Non-fiction							
Fiction							
Teachers' Coll. Juv.							
Non-fiction							
Fiction	1,597	1,597					
Teachers' Coll. YA							
Non-fiction							
Fiction							
Total Teachers' Coll.		1,597					
Total Bookmobile			7,393			7,859	- 5.92%
Deposit Collection							
Adult							
Non-fiction	26			33			
Fiction	75	101		92	125		
YA Collection							
Non-fiction	6			23			
Fiction	102	108		152	175		
Juvenile Coll.							
Non-fiction	2,066			1,409			
Fiction	6,553	8,619		10,245	11,654		
Total Deposit Collection			8,828			11,954	- 26.1%
(1/12 of 1 yr's circ. ending 12/50 and 12/51)			(7,960)			(8,117)	
Total Extension Department			16,221			19,813	- 18.%
			(15,353)			(15,976)	- 3.89%

CIRCULATION DECEMBER 1951

	1951			1950			
MAIN LIBRARY							
Adult Department							
Non-fiction	2,373			3,064			
Fiction	2,457			2,714			
Pamphlets	84			120			
Periodicals				16			
Pictures	89			102			
Reference	11 (First record, this item)			0			
Total		5,014			6,016		
YA Collection							
Non-fiction	170			182			
Fiction	500	670		596	778		
Total Adult Dept.			5,684			6,794	- 16.33%
B. & G. Dept.							
Non-fiction	668			691			
Fiction	3,394			3,876			
Pamphlets	1						
Periodicals	21			31			
Total		4,084			4,598		
Teachers' Collection							
Non-fiction	309			436			
Fiction	10,967	11,276		9,937	10,373		
Total B. & G. Dept.			15,360			14,971	+ 2.59%
Total for Main Library			21,044			21,765	- 3.31%
GARNET BRANCH							
Adult							
Non-fiction	75			116			
Fiction	69			171			
Periodicals	17	179		7	306		
Pamphlets	18			12			
Juvenile							
Non-fiction	37			62			
Fiction	106			191			
Periodicals		143	322		253	559	- 42.39%
GRAND TOTAL FOR ALL DEPARTMENTS			37,587			42,137	- 10.79%
(Reflecting Deposit Collections)			(36,719)			(38,300)	-(4.12%)
SUMMARY							
Adult							
Non-fiction	2,793			3,684			
Fiction	3,965			4,595			
Other	208	6,966		257	8,536		
YA							
Non-fiction	238			314			
Fiction	951	1,189		1,084	1,398		
Juvenile							
Non-fiction	3,888			3,503			
Fiction	25,522			28,669			
Other	22	29,432		31	32,203		
GRAND TOTAL			37,587			42,137	- 10.79%

REGISTRATION DECEMBER 1951

	1951		1950			
MAIN LIBRARY						
Adult Department						
New borrowers	265		203			
Transients	64		3			
Re-registered	3	332	77	283	+	13.78%
Boys and Girls Dept.						
New borrowers	74		61			
Re-registered	9	83	10	71	+	16.9%
Bookmobile						
New borrowers	104		0			
Re-registered	28	132	0	0		
Garret Branch						
New borrowers	16		23			
Re-registered	5	21	13	36	-	71.44%
GRAND TOTAL						
New borrowers	523		290			
Re-registered	45		100			
Total		568		390	+	45.6%

REPORT OF THE LIBRARIAN

FOR

JANUARY 1952

The usual increase in circulation over the previous year occurred again this January: this time 17.7%.

The Extension Department will begin a new stop at Acme on February 12. The request for this stop, signed by 25 adults of the community, was organized and presented by Mrs Pearl Bramlett, principal of Wake Forest School. The new 30-minute stop was inserted between Kayford and Leewood by reducing each of the latter stops from one hour for 45 minutes. Mrs Bramlett has also applied for deposit collections for her school. Through her efforts, Acme will now have library service for all ages.

This is the kind of development the library's own staff should be doing, but which is impossible with our present resources. The best we can do now is respond to formally expressed demand where there is likelihood the service will be continuously used.

At recent stops in Dunbar 800 to 850 books have been issued in seven hours, and at Central School St. Albans 600 to 700 are issued in five hours. These are literally mad house stops. The normal staff of three cannot handle such a rush of demand and give any kind of service at all. Beginning February 1 as a makeshift a page has been assigned to these stops to shelve books and generally to help the staff. These places need at least double the time they now receive.

The new reference head George Williams and his new assistant Charles Loudermilk are swinging into their work with real style.

People will be getting improved reference service and this department's relations with the rest of the library are at last on a sound co-operative basis.

A selection of about 150 most used reference books have been grouped next to reference desk to expedite quick information work, especially by telephone.

The microfilm reader and the film collection have been moved upstairs to the Reference room where they will be readily accessible.

The American Library Association appointed Williams its membership agent for West Virginia. And, by the way, all the librarians are now members of both ALA and the state library association. This might be considered only natural, but since libraries do not make this a requirement, it is, in fact, unusual.

A new 96" fluorescent light was installed at the charging desk, a seriously needed improvement in working conditions.

The draft of policy and procedure on circulation work, called for at the last Board meeting, is on its way. The heads of the three circulating departments are drawing it up. Principles and details are all being thoroughly examined and the result will be a sounder and more uniform practice.

A great deal of this kind of thing needs to be done . A great deal has already been accomplished but it is very time consuming and must be done largely in consultation with a staff already well loaded work, and working on rotating schedules.

During the month, I presided at a state library association board meeting, and also talked on reference books to the local chapter,

National Secretaries Association.

In December, I was invited to be a candidate for the directorship of libraries at the University of Kansas, but after due consideration declined.

Respectfully submitted,

Robert North, Jr.

February 8, 1952

CIRCULATION January 1952

	1952			1951			
EXTENSION DEPARTMENT							
Bookmobile							
Adult Books							
Non-fiction	569			516			
Fiction	1952	2521		1723	2239	+	12.6%
Juvenile Books							
Non-fiction	1233			940			
Fiction	4233	5466		4392	5332		
YA Collection							
Non-fiction	104			119			
Fiction	527	631		380	499		
Teachers' Coll. Adult							
Non-fiction							
Fiction							
Teachers' Coll. Juv.							
Non-fiction	38						
Fiction	3458	3496					
Teachers' Coll. YA							
Non-fiction							
Fiction							
Total Teachers' Coll.							
Total Bookmobile			12114			8070	+ 50.1%
Deposit Collection							
Adult							
Non-fiction	70			6			
Fiction	134	204		53	59		
YA Collection							
Non-fiction	6			5			
Fiction	126	132		8	13		
Juvenile Coll.							
Non-fiction	1656			1112			
Fiction	9145	10801		5617	6729		
Total Deposit Collection			11137 (8322)			6801 (7313)	+ 63.9% + (13.7%)
Total Extension Department			23251 (20436)			14871 (15383)	+ 56.2% + (32.8%)

CIRCULATION January 1952

	1952			1951		
MAIN LIBRARY						
Adult Department						
Non-fiction	4208			4174		
Fiction	3887			3937		
Pamphlets	76			82		
Periodicals	0			13		
Pictures	192			290		
Reference	9					
Total		8372			8496	
YA Collection						
Non-fiction	210			228		
Fiction	726	936		814	1042	
Total Adult Dept.			9308			9538 - 2.41%
B. & G. Dept.						
Non-fiction	1027			1003		
Fiction	5059			5828		
Pamphlets	1					
Periodicals	69			35		
Total		6156			6866	
Teachers' Collection						
Non-fiction	1085			142		
Fiction	9284	10369		7012	7154	
Total B. & G. Dept.			16525			14020 + 10.7%
Total for Main Library			25833			23558 + 9.65%
GARNET BRANCH						
Adult						
Non-fiction	95			151		
Fiction	125			195		
Periodicals	11	232		22	371	
Pamphlets	1			3		
Juvenile						
Non-fiction	35			89		
Fiction	163			159		
Periodicals		198	430		248	619 - 30.53%
GRAND TOTAL FOR ALL DEPARTMENTS			49514 (46699)			39048 + 26.8% (39560) +(17.7%)
SUMMARY						
Adult						
Non-fiction	4942			4847		
Fiction	6098			5908		
Other	289	11329		410	11165	
YA						
Non-fiction	320			352		
Fiction	1379	1699		1202	1554	
Juvenile						
Non-fiction	5074			3286		
Fiction	31342			23008		
Other	70	36486		35	26329	
GRAND TOTAL			49514 (46699)			39048 + 26.8% (39560) +(17.7%)

REGISTRATION January 1952

	1952		1951			
MAIN LIBRARY						
Adult Department						
New borrowers	347		289			
Transients	4		7			
Re-registered	100	451	124	420	+	7.38%
Boys and Girls Dept.						
New borrowers	151		116			
Re-registered	16	167	9	125	+	33.6%
Bookmobile						
New borrowers	108		24			
Re-registered	24	132	8	32*	+	312.5%
Garret Branch						
New borrowers	21		15			
Re-registered	4	25	6	21	+	19.04%
GRAND TOTAL						
New borrowers	631		451			
Re-registered	144		147			
Total		775		598	+	29.5%

*Bookmobile did not run January 1951 until the 22nd.

REPORT OF THE LIBRARIAN

FOR

FEBRUARY 1952

Use. This month library use fell 4% below a year ago. The widespread illness could easily account for it. The number of borrowers registered rose to the highest ever recorded in February and our total registration is also at a new high of 25,780.

Catalog Department processed 1,036 volumes, received books, binding and periodicals costing $1,661.19. It placed orders for other books estimated at $2,575. It also is making a classed catalog of the reference collection, a much needed tool both for control, and for use of staff and public.

Sales. The unneeded books approved for disposal at the last meeting, after rejection of the offer by the West Virginia University Library were sold to Cadmus Book Shop, Inc., New York, for $375.

The selection of material for the library from the Prichard collection has been completed. A list of the remaining books to be disposed of has been prepared for approval later in this meeting.

Gifts. The Charleston Park and Recreation Commission gave the library 89 books which had been part of a gift to the Commission from Edward D. Knight of the Virginian Electric Company. Last fall the Commission had the advice of the Circulation Department staff on what books in this collection would be suitable for use in the small libraries in its recreation centers.

Circulation Department's exhibits included a memorial show of watercolors by the late Tom Moore. Another, in observance of Engineer's Week, Feb. 17-23, included the model of a plant unit from Carbide and Carbon Chemicals Corporation, and, of course, library materials.

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Extension Department. During February the mid-year exchange of some 250 school deposit collections was completed. We find that the ½-ton truck cannot carry enough books for the best use of delivery time. If this work grows much more we should consider a larger vehicle.

The new bookmobile stop at Acme appears to be a sound venture.

The Decota Woman's Club has requested a deposit collection and will receive it this month.

The St. Albans Public Library, Inc. having completed its organization now plans to open its doors June 1 - with our assistance.

The Extension Department is hard put to it to carry on its work. It needs more staff badly, especially a librarian and a clerk, to carry on its work effectively.

This need exists right now and is separate from the need for more bookmobile units.

Respectfully submitted,

Robert North, Jr
Librarian

March 7, 1952

CIRCULATION February 1952

	1952			1951			
EXTENSION DEPARTMENT							
Bookmobile							
Adult Books							
Non-fiction	585			508			
Fiction	1845	2430		1595	2103		15.5%
Juvenile Books							
Non-fiction	1366			1103			
Fiction	3906	5272		4178	5281		
YA Collection							
Non-fiction	101			99			
Fiction	573	674		436	535		
Teachers' Coll. Adult							
Non-fiction							
Fiction							
Teachers' Coll. Juv.							
Non-fiction	737			87			
Fiction	2947	3684		3413	3500		
Teachers' Coll. YA							
Non-fiction							
Fiction							
Total Teachers' Coll.		3684			3500		
Total Bookmobile			12060			11419	5.6%
Deposit Collection							
Adult							
Non-fiction	157			12			
Fiction	239	396		52	64		
YA Collection							
Non-fiction	120			11			
Fiction	125	245		26	37		
Juvenile Coll.							
Non-fiction	1619			1490			
Fiction	7498	9117		13352	14842		
Total Deposit Collection			9758			14943	- 34.6%
(½ of 1 yrs. circ ending 2/51 abd 2/52)			(7889)			(7573)	(4.1%)
Total Extension Department			21818			26362	- 17.2%
Revised Total			(19949)			(18992)	(5.03%)

CIRCULATION February 1952

	1952			1951		
MAIN LIBRARY						
Adult Department						
Non-fiction	3932			4074		
Fiction	3654			5712		
Pamphlets	70			48		
Periodicals						
Pictures	208			392		
Total		7864			10226	
YA Collection						
Non-fiction	192			215		
Fiction	777	969		821	1036	
Total Adult Dept.			8833			11262 - 21.5%
B. & G. Dept.						
Non-fiction	1072			1237		
Fiction	4788			5921		
Pamphlets	1					
Periodicals	18			33		
Total		5879			7191	
Teachers' Collection						
Non-fiction	667			472		
Fiction	6677	7344		6083	6555	
Total B. & G. Dept.			13223			13746 - 3.07%
Total for Main Library			22056			25008 - 11%
GARNET BRANCH						
Adult						
Non-fiction	96			157		
Fiction	120			188		
Periodicals	1	219		26	373	
Pamphlets	2			2		
Juvenile						
Non-fiction	126			76		
Fiction	50			178		
Periodicals		176	395		254	627 - 37%
GRAND TOTAL FOR ALL DEPARTMENTS			44269			51997 - 14.8%
Revised Total			(42400)			(44627) - 4%
SUMMARY						
Adult						
Non-fiction	4770			4751		
Fiction	5858			7547		
Other	281	10909		468	12766	
YA						
Non-fiction	413			325		
Fiction	1475	1888		1283	1608	
Juvenile						
Non-fiction	5587			4465		
Fiction	25866			33125		
Other	19	31472		33	37623	
GRAND TOTAL			44269			51997 - 14.8%

REGISTRATION February 1952

	1952		1951		
MAIN LIBRARY					
Adult Department					
New borrowers	445		286		
Transients	1		11		
Re-registered	122	568	116	413	37.5%
Boys and Girls Dept.					
New borrowers	114		151		
Re-registered	11	125	17	168	- 25.5%
Bookmobile					
New borrowers	122		87		
Re-registered	33	155	21	108	43.5%
Garret Branch					
New borrowers	24		19		
Re-registered	4	28	9	28	
GRAND TOTAL					
New borrowers	706		554		
Re-registered	170		163		
Total		876		717	22.2%

REPORT OF THE LIBRARIAN

FOR

MARCH 1952

Use. March saw a 4.4% decline in book circulation from March 1951. This is the same figure as for February, and it is unusual to show two monthly declines in succession. Registration again reached a new high.

Extension Department, with Mrs. Kennan, librarian at St. Albans Public Library, has worked out the details of registration and circulation procedures for St. Albans. A large deposit collection is being assembled from present stock and from duplicates in the gift and Ritz collection. Some reference works will be included. Every effort is being made to get St. Albans off to a good start.

Extension also completed a report on library service in Campbell's Creek area.

Boys and Girls Department, put on 5 puppet shows. Their audiences included several troops of Brownie Scouts from out of town and a group from Davis Child Shelter. Miss Brown talked on distinguished books for children to the Capitol School P. T. A.

U. S. Document Depository. The application for federal depository status authorized at the last meeting has been accepted. The Reference Department head and myself are now selecting the material to be received. Selection is based on actual needs of this library and will be held down in quantity to what can be treated and serviced in our normal procedures and work. Becoming a depository is an important step forward.

Gifts. Four lots of books came by gift. One included 46 engineering works which had belonged to Owen Meriwether Jones of Glen Ferris. Others were from Mrs. W. E. Chilton II and Mrs. W. E. Chilton III, Mrs. Hubert Frye of Kayford and the Seventh Day Adventists.

Building. The Building Committee accepted the bid of Schoolfield-Harvey for installing the Reference Department lighting and the job is almost finished. All the old fixtures have been relocated to increase lighting elsewhere in the library.

Steam pipes on the street floor are being wrapped with asbestos to make the offices tolerable and to save some gas.

Respectfully submitted,

[illegible]

Librarian

April 4, 1952.

CIRCULATION
March 1952

	19 52			19 51		
EXTENSION DEPARTMENT						
Bookmobile						
Adult Books						
Non-fiction	657			598		
Fiction	1798	2455		1857	2455	
Juvenile Books						
Non-fiction	1360			1285		
Fiction	4282	5642		5047	6332	
YA Collection						
Non-fiction	106			127		
Fiction (8403)	600	706		581	708	(9495) -13.%
Teachers' Coll. Adult						
Non-fiction						
Fiction						
Teachers' Coll. Juv.						
Non-fiction	827			108		
Fiction	4237	5064		3500	3608	
Teachers' Coll. YA						
Non-fiction						
Fiction						
Total Teachers' Coll.						
Total Bookmobile			13867			13103 + 5.83%
Deposit Collection						
Adult						
Non-fiction	35			21		
Fiction	93	128		50	71	
YA Collection						
Non-fiction	14			13		
Fiction	103	117		93	106	
Juvenile Coll.						
Non-fiction	4154			883		
Fiction	19681	23835		5151	6034	
Total Deposit Collection			24080			6211 + 287.6%
(1/12 of 1 year's circulation ending 3/51 and 3/52)			(9378)			(7918)+(18.4%)
Total Extension Department			37947			19314 + 96.5%
			(23245)			(21021)+(10.5%)

CIRCULATION - March 1952.

	1952			1951		
MAIN LIBRARY						
Adult Department						
Non-fiction	4287			4627		
Fiction	3467			3567		
Pamphlets	67			158		
Periodicals	0			1		
Pictures	294			365		
Total		8115			8718	
YA Collection						
Non-fiction	213			228		
Fiction	659	872		824	1052	
Total Adult Dept.			8987			9770 - 8.11%
B. & G. Dept.						
Non-fiction	1323			1436		
Fiction	6187			6113		
Pamphlets	1					
Periodicals	32			33		
Total		7543			7582	
Teachers' Collection						
Non-fiction	1151			1503		
Fiction	10389	11540		13586	15089	
Total B. & G. Dept.			19083			22671 - 15.8%
Total for Main Library			28070			32441 - 13.4%
GARNET BRANCH						
Adult						
Non-fiction	96			177		
Fiction	100			222		
Periodicals	1	215		16	448	
Pamphlets	18			33		
Juvenile						
Non-fiction	102			106		
Fiction	132			221		
Periodicals		234	449		327	775 - 42.06%
GRAND TOTAL FOR ALL DEPARTMENTS			66466			52530 - 25.3%
Revised Total.			(51764)			(54237) - 4.4%
SUMMARY						
Adult						
Non-fiction	5075			5423		
Fiction	5458			5696		
Other	380	10913		573	11692	
YA						
Non-fiction	333			368		
Fiction	1362	1695		1498	1866	
Juvenile						
Non-fiction	8917			5321		
Fiction	44908			33618		
Other	33	53858		33	38972	
GRAND TOTAL			66466			52530 - 25.3%

REGISTRATION - March 1952.

	1952		1951		
MAIN LIBRARY					
Adult Department					
New borrowers	281		298		
Transients	6		4		
Re-registered	142	429	108	410	+ 4.51%
Boys and Girls Dept.					
New borrowers	142		175		
Re-registered	18	160	19	194	- 1.23%
Bookmobile					
New borrowers	101		117		
Re-registered	33	134	35	152	- 11.1%
Garret Branch					
New borrowers	24		23		
Re-registered	4	28	8	31	- 10.3%
GRAND TOTAL					
New borrowers	554		617		
Re-registered	197		170		
Total		751		787	- 4.5%

REPORT OF THE LIBRARIAN

FOR

APRIL 1952

Use. April saw a slight increase in total circulation of 3.3%, an increase the Boys and Girls Department, offsetting a decrease in adult work.

Catalog Department processed 1,578 volumes, including 54 more duplicate volumes from the Ritz collection. The staff spent several days at the South Charleston Public Library installing the catalog in a new case checking and correcting the filing order of all the cards. The catalog is now in first class shape. To date we have cataloged 3,871 volumes for South Charleston.

Extension Department had to have a number of repairs made to the bookmobile. The summer schedule is being printed now for the period June 1 - August 31. It contains a number of changes, especially in relation to the new library in St. Albans. The entire schedule was shifted one hour later in the day, and a fourth evening schedule (in the two-week period) was initiated. This should make our books available to more people through increased convenience.

Office. Considerable time has already been spent by myself and my secretary in preliminary work on next year's budget, as well as on the many odds and ends of completing the current budget.

U. S. Document Depository. Our selection of federal documents was completed and sent to the Superintendent's office. The publications themselves have begun to arrive.

Respectfully submitted,

Robert North, Jr
Librarian

May 2, 1952

CIRCULATION April 1952

	1952			1951			
EXTENSION DEPARTMENT							
Bookmobile							
Adult Books							
Non-fiction	565			642			
Fiction	1544	2109		1779	2421		
Juvenile Books							
Non-fiction	1066			1513			
Fiction	3830	4896		5243	6756		
YA Collection							
Non-fiction	70			157			
Fiction	477	547		589	746		
Teachers' Coll. Adult							
Non-fiction							
Fiction							
Teachers' Coll. Juv.							
Non-fiction	584			132			
Fiction	3644	4228		2614	2746		
Teachers' Coll. YA							
Non-fiction							
Fiction							
Total Teachers' Coll.							
Total Bookmobile			11780			12669	- 7.01%
Deposit Collection							
Adult							
Non-fiction	16			15			
Fiction	37	53		75	90		
YA Collection							
Non-fiction	2			13			
Fiction	58	60		74	87		
Juvenile Coll.							
Non-fiction	56			175			
Fiction	259	315		5690	5865		
Total Deposit Collection			428			6042	92%
(1/12 of 1 yr. circulation ending 4/51 and 4/52)			(8910)			(8357)	(6.5%)
Total Extension Department			12208			18711	- 34%
			(20690)			(21026)	-(1.5%)

CIRCULATION April 1952

	1952			1951			
MAIN LIBRARY							
Adult Department							
Non-fiction	3861			4035			
Fiction	3049			2965			
Pamphlets	140			148			
Periodicals							
Pictures	168			150			
Total		7218			7298		
YA Collection							
Non-fiction	175			208			
Fiction	582	757		696	904		
Total Adult Dept.			7975			8202	- 2.6%
B. & G. Dept.							
Non-fiction	1066			1039			
Fiction	4985			5054			
Pamphlets	1						
Periodicals	60			32			
Total		6112			6775		
Teachers' Collection							
Non-fiction	1227			1164			
Fiction	15079	16306		11850	13014		
Total B. & G. Dept.			22418			19789	13.2%
Total for Main Library			30393			27991	8.5%
GARNET BRANCH							
Adult							
Non-fiction	111			201			
Fiction	118			250			
Periodicals	9	255		9	537		
Pamphlets	17			77			
Juvenile							
Non-fiction	66			113			
Fiction	159			238			
Periodicals		225	480		351	888	- 45.9
GRAND TOTAL FOR ALL DEPARTMENTS			43081 (51563)			47590 (49905)	-9% 3.3%
SUMMARY							
Adult							
Non-fiction	4553			4893			
Fiction	4748			5069			
Other	334	9635		384	10346		
YA							
Non-fiction	247			378			
Fiction	1117	1364		1359	1737		
Juvenile							
Non-fiction	4065			4186			
Fiction	27956			31289			
Other	61	32082		32	35507		
GRAND TOTAL			43081 (51563)			47590 (49905)	- 9% 3.3%

REGISTRATION April 1952

	1952		1951		
MAIN LIBRARY					
Adult Department					
New borrowers	229		266		
Transients	5		6		
Re-registered	103	337	86	358	-5.8%
Boys and Girls Dept.					
New borrowers	112		86		
Re-registered	15	127	23	109	+ 16%
Bookmobile					
New borrowers	60		125		
Re-registered	23	83	22	147	- 43%
Garnet Branch					
New borrowers	8		20		
Re-registered		8	8	28	- 140%
GRAND TOTAL					
New borrowers	414		503		
Re-registered	141		139		
Total		555		642	- 11.9%